

INVITATION FOR PROPOSALS (IFP)

UNFPA/IFP/18/001

For the establishment of a:

Implementing Partner Agreement

In regards to:

UPDATING THE NATIONAL MEDICAL STANDARD FOR REPRODUCTIVE HEALTH VOLUME I: CONTRACEPTIVE SERVICES

UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for Updating the National Medical Standard For Reproductive Health Volume I: Contraceptive Services Fourth Edition. The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations for prospective partnership with UNFPA Nepal Country Office to support achievement of results outlined in its Country Programme and further elaborated in 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:

United Nations Population Fund
Shanta Bhawan Road, Jhamsikhel, Lalitpur
P.O. Box 107, Kathmandu,
Nepal

If you choose to submit your proposal electronically, it should reach the email inbox of bid.nepal@unfpa.org

The deadline for submission is **5 February 2018; 5:00 pm**.

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 **9 January 2018 at the latest** to Prakash Rai, e-mail: prai@unfpa.org. UNFPA will post responses to queries or clarification requests by any NGO applicants who submitted, on UNFPA Country Office Nepal’s website (<http://nepal.unfpa.org>) before the deadline for submission of applications.

UNFPA shall notify the applying organizations whether they meet the criteria for further consideration.

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 Nepal	In Nepal, UNFPA works with the government and other partners as set out in its five years GON/UNFPA Country Programmes. Further information on the current UNFPA Programme can be found on http://unfpa.org/nepal
1.3 Specific results	UNFPA has been implementing United Kingdom Department for International Development (DFID) funded UNFPA Nepal Family Planning Project (UNFPP) from December 2016 to December 2020. The project aims to contribute to

improving maternal health through increased uptake of FP services. The project will contribute in reducing unwanted pregnancies and unsafe abortion through increased access to and use of modern methods of contraception.

Within this framework UNFPA will contribute to achieving the following results:

BACKGROUND

The 'National Medical Standard for Reproductive Health' serve as a guideline to service providers to give standard service in order to follow minimum basic standards. It is designed to provide policymakers, district health officers, hospital directors, clinical supervisors and service providers with accessible, clinically oriented information to guide the provision of reproductive health services in Nepal. This standard relies on international reference materials and scientific evidence and serves as a country-specific reference document for essential clinical materials and tools that support patient care and service provision and envisages to improve the quality of reproductive health services through different delivery points in Nepal.

The National Medical Standard was first published in 1991 as "National Medical Standard for Contraceptive Services". To keep up with the advances in contraceptive guidelines and standards, it was revised in 1995 and then in 2001 as "National Medical Standard for Reproductive Health (NMS-RH) Volume I: Contraceptive Services". The Volume I is complemented by Volume II on Other Reproductive Health Issues and Volume III on Maternal and Neonatal Care. The NMS-RH Volume I: Contraceptive Services states the medical criteria for use of contraceptive methods, and sets a national standard for the provision of these services. Since its first publication on 1991 it has undergone several revision in order to keep up with technical advances and changes in contraceptive technology and policy. The fourth edition of NMS- RH Volume I was published in 2010.

In light of changing contexts and technical advancements in contractive service and standards, Family Health Division has identified the need to review the NMS Volume1. In this regards, UNFPA plans to support FHD to review and revise this standard through DFID-funded UNFPA Nepal Family Planning Project.

Since then, WHO published the updated "Medical Eligibility Criteria (MEC) for Contraceptive Use- fifth edition" in 2015 and "Selected practice recommendations for contraceptive use- third edition" in 2016. These two documents are the evidence based guidance documents for national family planning programmes which guides family planning providers by recommending safe and effective contraception methods for women with medical conditions or medically relevant characteristics and provide guidance for how to use contraceptive methods safely and effectively once they are deemed to be medically appropriate. Similarly, the "Family planning: a global handbook for providers 2011" published by World Health Organization and Johns Hopkins Bloomberg School of Public Health is being revised and is anticipated to be released by October 2017.

At the national level, the Comprehensive Family Planning and Counseling (COFP/C) training package in Nepal has been updated In light of changing contexts and technical advancements in contractive service and standards, Family Health Division has identified the need to review the NMS Volume1. In this regards, UNFPA plans to support FHD to review and revise this standard through DFID-funded UNFPA Nepal Family Planning Project. The revision will be led by a

Technical Working Group (TWG) with representation from governmental agencies, external development partners, service providers, and technical experts.

OBJECTIVE

The objective of this task is to update the existing *National Medical Standard for Reproductive Health Vol I. Contraceptive Services fourth edition* to keep abreast with the recent technical advances in contraceptive services as well as to reflect the changes in Nepal government's strategies and program on Family Planning. Furthermore, suggestions and comments received from services providers, experts, policy makers and managers needs to be incorporated in the revised version.

TASKS

Under the overall guidance of the Director of Family Health Division (FHD)/Department of Health Services and the Assistant Representative, Reproductive Health at UNFPA, direct supervision of the SRH specialist, and in close coordination with the Program Officer- Family Planning, UNFPA Nepal Family Planning Project (UNFPP), the selected technical institution will perform the following tasks following extensive consultation with relevant stakeholders:

1. Under the leadership of FHD, form a Technical Working Group to provide overall technical oversight to the process of updating the Nepal Medical Standards for Reproductive Health Volume I: Contraceptive Services fourth edition.
2. Review of the existing Nepal Medical Standards for Reproductive Health Volume I: Contraceptive Services fourth edition (including learning from implementation of current NMS-RH Volume I) and identification (outline) of the areas that needs to be updated to best match the latest international and national standards and guidelines on contraceptive services (with a brief technical note on latest update on contraceptive services that are very pertinent to Nepali setting).
3. Share the updates on the revision process including consultation with the TWG members on a periodic basis.
4. Prepare a draft of National Medical Standard for Reproductive Health (NMS-RH) Volume I: Contraceptive Services 5th edition.
5. Share the draft for review by the members of the TWG including UNFPA before the consultative workshops/meetings.
6. Conduct a consultative workshop to collect inputs on the draft document and incorporate suggestions to finalize the draft.
7. Conduct a finalization workshop to share the final draft of the National Medical Standards- RH Volume I.
8. Obtain endorsement from Family Health Division and relevant Ministry officials.
9. Design and Print the finalized version of National Medical Standard for Reproductive Health Volume I: Contraceptive Services 5th edition.
10. Organize final dissemination/orientation workshop at the central level.

INDICATIVE TIMELINE

March 2018 to December 2018

Desk Review of the existing NMS for Reproductive Health Volume I: Contraceptive Services fourth edition	March 2018
Draft of the NMS for Reproductive Health Volume I: Contraceptive Services	April 2018
Technical Working Group (TWG) meetings	March- August 2018
Consultative Workshop for reviewing the protocol	May 2018
Final draft of the NMS for RH Volume I: Contraceptive Services	July 2018
Finalization Workshop	September/October 2018
Endorsement by FHD/MoH	November 2018
Printing of the final NMS for RH Volume I: Contraceptive Services 5th edition	December 2018
Final dissemination/orientation workshop at central level	December 2018

DELIVERABLES

1. Detailed work plan with timeframe for the task.
2. Draft of the National Medical Standard for Reproductive Health Volume I: Contraceptive Services 5th edition in English.
3. Final, language edited and ready-to-print versions of the National Medical Standard for Reproductive Health Volume I: Contraceptive Services 5th edition including design files in word and PDF format.
4. Printed copies of the final (1500 copies), camera-ready National Medical Standard for Reproductive Health Volume I: Contraceptive Services 5th Edition.
5. Power-point slides used during dissemination/orientation workshop.
6. Attendance register of participants attending TWG meetings, consultative and finalization workshops and final dissemination/orientation workshop.
7. Final project report including proceedings from the TWG meetings, workshops and dissemination/orientation workshops.

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 Nepal● Copy of provisions of legal status of the NGO in Nepal (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	2 January 2018
	Deadline for submissions of proposals	5 February 2018
	Deadline for requests of additional information/ clarifications	9 January 2018
	Review of NGO submissions	6-9 February 2018
	Notification of results communicated to NGO	16 February 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 using criteria outlined in section 3.2 below.</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	<p>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.</p> <p>UNFPA Nepal office will review evidence provided by the NGO submission and evaluate applications based on the following criteria:</p> <p>NB: Any proposal not submitted in specified working language will be excluded from consideration.</p>
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 has staff with significant expertise and experience of working in RH. ● Organization has staff with excellent consultation, workshop facilitation and English writing skills with proven track record of developing quality documents at the national level. ● Organization does not have conflicts of interest with UNFPA or its personnel that cannot be effectively mitigated.
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 demonstrated experience of working in various components related to Reproductive Health. ● The organization has significant expertise and experience in developing RH related clinical standards, protocols, guidelines and training manuals at national or international level.

	Technical approach	<ul style="list-style-type: none"> • The organization has a good technical approach to implement the relevant activity. • The organization has a good understanding of the scope of work.
	Monitoring	<ul style="list-style-type: none"> • The organization has a clear implementation plan and management plan for the relevant activity.
	Partnerships	<ul style="list-style-type: none"> • The organization has established partnerships with the government, including Ministry of Health, Family Health Division and other relevant local, international and private sector entities.
	Cost effectiveness	<ul style="list-style-type: none"> • The budget proposed by the organization is well-structured and justified. • The costs for the project actions have been clearly identified and quantified. • The costs are appropriate for the activities proposed and the expected results.
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	
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)	
	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 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 Nepal 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, analyze and use programme monitoring data</i>	

Section C. Proposal overview	
C.1 Programme title	
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	<i>From MM/YYYY to MM/YYYY</i>

C.4 Proposed Programme budget	
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Section D. Proposed interventions and activities to achieve intended results

D.1 Programme Summary	<p><i>This section should provide a brief summary of the programme.</i></p> <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 problem identified</i>
D.2 Organizational background and capacity to implement	<p><i>This section should briefly explain why the proposing organization has the experience, capacity and commitment to successfully implement the work plan.</i></p>
D.3 Expected results	<p><i>“What” this programme will achieve - programme objectives and expected results</i></p>
D.4 Description of activities and budget	<p><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 excel spreadsheet with full details of activities and associated budget.</i></p>
D.5 Gender, Equity and Sustainability (optional)	<p><i>Explain briefly the practical measures taken in the programme to address gender, equity and sustainability considerations</i></p>
D.6 Environmental impact	<p><i>Outline the likely environmental impact of the programme, if any.</i></p>
D.7 Other partners involved	<p><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></p>
D.8 NGO contribution	<p><i>This section briefly outlines the partner specific contribution to the programme (monetary or in-kind)</i></p>
D.9 Additional documentation	<p><i>Additional documentation can be mentioned here for reference</i></p>

Section E. Programme Risks and Monitoring

E.1 Risks	<p><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></p>
E.2 Monitoring	<p><i>This section briefly outlines the monitoring activities</i></p>

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: