

INVITATION FOR PROPOSALS (IFP)

UNFPA/IFP/17/001

For the establishment of a:

Implementing Partner Agreement

In regards to:

UPDATING THE NATIONAL REPRODUCTIVE HEALTH CLINICAL PROTOCOLS

UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for Updating the National Reproductive Health Clinical Protocols. 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 Bhwan 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 February 23rd, 2017; 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 6th February 2017 **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	<p>In Nepal, UNFPA works with the government and other partners as set out in its five years GON/UNFPA Country Programmes.</p> <p>Further information on the current UNFPA programme can be found on http://nepal.unfpa.org</p>
1.3 Specific results	<p>UNFPA has been implementing UNFPA Nepal Family Planning Project UNFPP-funded by United Kingdom's Department for International Development (DFID) 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.</p> <p>Within this framework UNFPA will contribute to achieving the following results:</p> <p>BACKGROUND</p> <p>Following the adoption of the 1994 International Conference on Population and Development (ICPD) and the endorsement of concepts such as Reproductive Health (RH), a National RH Strategy was endorsed for the first time in Nepal in 1998. Within this policy framework, to enable provision of comprehensive and integrated RH services, in 1998/99 UNFPA provided technical and financial support to the government of Nepal (GoN) to develop the first set of integrated Clinical Protocols on RH Services for various levels of existing health cadres, in addition to operational guidelines on RH services for managers and health-facility in-charge. Under the overall technical oversight of the Royal Tropical Institute seven different clinical protocols were developed and disseminated: i. Medical officers; ii. Staff nurses; iii. Health assistants; iv. Auxiliary Nurse Midwives (ANM), v. Auxiliary Health Workers (AHW); vi. Maternal and Child Health Workers (MCHW) and; vii. Village Health Workers (VHW). Except for the Clinical protocol for Medical officers all the others were also translated into Nepali to maximize use. The process took almost 2 years to complete because it encompassed a robust design phase including a comprehensive needs assessments for each health cadre prior to drafting the protocols, and then field testing of the instruments and revision, before embarking in their dissemination through a nationwide training.</p> <p>These protocols are counted among some of the clinical protocols and standards that were so extensively distributed that they reached the lowest</p>

service delivery level nation-wide. The relevant clinical protocols were introduced over three months to over 7,600 health staff through orientations and trainings, including 5 day orientation of 150 District/Public Health Officers (D/PHOs), 7 day orientation for 4,000 health-facility in-charge, 30 day training for 1,000 ANMs and 45 day training for 2,500 MCHWs. Such was the distribution and the dissemination that many workers continue to refer to these RH protocols for provision and management of RH services. Subsequently the content of these clinical protocols were also incorporated as course material for basic training of all cadres of health staffs to facilitate a longer term impact. Supported primarily by UNFPA, these activities were also co-funded by several other external development partners including DFID, USAID, GIZ, SDC, UNICEF and WHO.

In 2007/08 following the publication of WHO's evidence based clinical guidelines, the Clinical protocol for Medical officers was revised with UNFPA support. Likewise the protocols for staff nurses and ANMs were merged into one document and updated as well.

RATIONALE

The Sustainable Development Goals (SDGs) lay out a new roadmap to advancing the Sexual and Reproductive Health and Reproductive Rights (SRH/RR) agenda over the next 15 years (2016-2030). They provide opportunities to incorporate new dimensions in SRH/RR policy-making and programming, for instance integration of SRH services with other basic health services like immunization, gender equality in SRH/RR and quality of care including respect for rights. Likewise emerging areas for action have been delineated including increasing focus on adolescent sexual and reproductive health (ASRH). Likewise quality of care is a core component of the current Nepal Health Sector Strategy (2016-2021). For the success of both the SDGs and NHSS it is crucial that healthcare workers are equipped with up to date adequate knowledge and skills to execute their critical functions towards implementing and monitoring quality services and programs. There have been extensive advances in the medical field and a number of critical clinical interventions have been improved. Similarly, job descriptions (and expectations) for each of the different health cadres have also changed.

Therefore at this important juncture it is essential that relevant national protocols, standards, guidelines, training manuals and job-aids are reviewed and updated in light of changing contexts and technical advancements and are widely disseminated to allow enhancement in the knowledge and skills of health workers thus enabling improvement in the quality of health care services. DFID-funded UNFPA Nepal Family Planning Project plans to further update these national clinical protocols.

OBJECTIVE

The objective of this task is to update the National RH Clinical Protocols incorporating recent policy and technical advances thereby, facilitating knowledge and skills update of health workers while at the same time consolidating the Protocols from seven to three: RH Clinical Protocol for Medical Officers, RH Clinical Protocol for Nurses/ANM and for Paramedics.

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, and direct supervision of the SRH specialist, 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 protocols.
2. Review of the existing RH Clinical Protocols (including learning from implementation of current RH protocols) and identification (outline) of the areas that needs to be updated to best match the latest international and national RH guidelines and standards (with a brief technical note on latest RH update 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. Draft three protocols: RH Clinical Protocol for Medical Officers, RH Clinical Protocol for Nurses/ANM and for Paramedics.
5. Share the draft protocols 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 protocols and incorporate suggestions to finalize the protocol.
7. Conduct a workshop to share the final draft protocol.
8. Obtain endorsement by the relevant Ministry officials.
9. Design and Print all the three RH Clinical Protocols.
10. Organize dissemination/orientation workshops in Kathmandu and at regional/provincial level.

INDICATIVE TIMELINE

April 2017 to April 2018

Desk Review of the existing RH Clinical Protocols	April 2017
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Draft of the RH Clinical Protocols	May/June 2017
Consultative meetings	June 2017
Final draft of the RH Clinical Protocols	August 2017
Finalization Workshop	September/October 2017
Endorsement by FHD/MoH	November/December 2017
Printing of the final RH Clinical Protocols	January 2018
Dissemination/Orientation workshops	February/March/April 2018

DELIVERABLES

1. Detailed work plan with timeframe for the task.
2. Drafts of the three clinical protocols - RH Clinical Protocol for Medical Officers, RH Clinical Protocol for Nurses/ANMs and for Paramedics in English.
3. Final, language edited and ready-to-print versions of the RH Clinical Protocols including design files in word and PDF format.
4. Printed copies of the final (1100 copies of each protocol), camera-ready RH Clinical Protocols.
5. Power-point slides use during dissemination/orientation workshop.
6. 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	January 26, 2017
	Deadline for submissions of proposals	February 23, 2017
	Deadline for requests of additional information/ clarifications	February 10, 2017
	Review of NGO submissions	February 28, 2017
	Notification of results communicated to NGO	March 10, 2017

Section 3: Process and timelines

<p>3.1 Review & evaluation of NGO submissions</p>	<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>					
<p>3.2 Selection criteria</p>	<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> <table border="1" data-bbox="403 875 1423 1496"> <tr> <td data-bbox="403 875 628 1059"> <p>Governance & Leadership</p> </td> <td data-bbox="636 875 1423 1059"> <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. </td> </tr> <tr> <td data-bbox="403 1066 628 1496"> <p>Human Resource</p> </td> <td data-bbox="636 1066 1423 1496"> <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. </td> </tr> </table>		<p>Governance & Leadership</p>	<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. 	<p>Human Resource</p>	<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.
<p>Governance & Leadership</p>	<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. 					
<p>Human Resource</p>	<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. 					
	<p>Comparative Advantage</p>	<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, analyse 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	

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	<i>This section should briefly explain why the proposing organization has the experience, capacity and commitment to successfully implement the workplan.</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 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: