Invitation for Proposals (IFP)

| UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals to support reaching UNFPA’s 3 transformative results as outlined in its strategic plan:  (a) end preventable maternal deaths,  (b) end the unmet need for family planning, and  (c) end gender-based violence and all harmful practices, including child marriage and female genital mutilation.  The purpose of the Invitation for Proposals is to identify eligible International and National Non-Governmental Organizations for prospective partnership with UNFPA Afghanistan, to assist the UNFPA programme monitoring through independent external monitors to provide field-level information and use of different information sources to validate results reported by partners and identify critical programme implementation issues to take corrective actions. The Third Party Monitoring will help UNFPA achieve the following results outlined in the Country Program Document (CPD) under:  ***Outcome 1****: Increased availability and use of integrated sexual and reproductive health services, including family planning, maternal health and HIV that are gender-responsive and meet human rights standards for quality of care and equity in access.*  ***Outcome 2****: Increased priority on adolescents, especially on very young adolescent girls, in national development policies and programmes, particularly increased availability of comprehensive sexuality education and sexual and reproductive health.*  ***Outcome 3****: Advanced gender equality, women’s and girls’ empowerment, and reproductive rights, including for the most vulnerable and marginalized women, adolescents and youth.*  ***Outcome 4****: Strengthened national policies and international development agendas through integration of evidence-based analysis on population dynamics and their links to sustainable development, sexual and reproductive health and reproductive rights, HIV and gender equality*.  The overall goal of UNFPA’s interventions in the humanitarian context in Afghanistan is to provide life-saving reproductive health services; and prevent, mitigate and respond to gender-based violence cases among the affected population, including women, girls and young people.    Organizations that wish to participate in this Invitation for Proposals are requested to send their submission through email **Afghanistan.office@unfpa.org** clearly marked in the subject line **NGO Invitation for Proposals 2023**  Deadline**: Feb 12, 2023, 4:00 pm Kabul local time**  Proposals received after this date and time will not be considered.  Applications must be submitted in English.  Any requests for additional information must be addressed in writing by **February 5th, 2023** at the latest to [**rasekh@unfpa.org**](mailto:rhafez@unfpa.org)  UNFPA shall notify applying organizations whether it is considered for further action. |
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| **Section 1: Background** | |
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| 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 Afghanistan | In Afghanistan, UNFPA works with NGOs and INGOs on its 3 key transformative results: a) end unmet need for family planning, b) end preventable maternal deaths and c) end gender-based violence and harmful practices  Further information on the programme can be found on <http://afghanistan.unfpa.org> (Country Programme Document) |
| 1.3 Specific results | Introduction The purpose of the Invitation for Proposals is to identify eligible International and National Non-Governmental Organizations for prospective partnership with UNFPA Afghanistan to support the third-party monitoring. UNFPA-supported programmes must be monitored to ensure that funds are spent for the purposes intended, resources are managed efficiently, results are being achieved against specific targets, and programmes are adjusted based on evidence and lessons learned. Hence, it is critical to demonstrate programme effectiveness through consistent, independent and reliable monitoring of performance.  Regular Programme monitoring and evidence generation to support the UNFPA programming is the core element of the UNFPA Country Programme for Afghanistan and key to verifying the result at the grass roots. Challenges in monitoring and collecting data in Afghanistan, especially in remote areas, have resulted in increased demand for verification through non-governmental partners with presence in the target locations and provide an additional source of data for triangulation purposes regarding programme achievement and quality.  Effective monitoring of UNFPA programmes in the field is essential for tracking progress against results, as well as ensuring programmes are delivered to the highest standards of quality, equity, and gender considerations. Recommendations from programme monitoring on the ground are essential for taking corrective action toward achieving results for women and girls. In line with the UNFPA Guidance on the Use of Remote Monitoring, third party monitoring will form an essential component of obtaining assurance over UNFPA funded activities. UNFPA supported Interventions- Scale & Coverage The overall goal of UNFPA’s interventions in the humanitarian context in Afghanistan is to provide life-saving reproductive health services; and prevent, mitigate, and respond to gender-based violence cases among the affected population, including women, girls and young people.  UNFPA ensures provision of essential reproductive health and psychosocial support services, to date, in 31 provinces and 136 districts through the following service delivery points that will be further expanded in the coming years.  **345 Family Health Houses:** The FHH, or Ashiana-e-Sehi, is a community-based health facility that provides RMNCH services and is established in areas that lie at least 10 kilometres or at least 2 hours walk from the nearest BPHS facility. It serves a population of 1,500–3,000 people and is staffed by a community midwife  **120 Mobile Health Teams**: Mobile Health Teams, comprising of a team of medical doctor, a midwife, PSS counsellor, vaccinator, and a community mobilizer, ensure provision of SRH services to returnees, IDPs, and vulnerable host communities in humanitarian need particularly for women and girls.  **61 Women Friendly Health Space:** WFHS is a place where women and girls can go to feel safer, access information and support, participate in activities, receive vocational training, build their networks and strengthen relationships with peers. It is a structured place where women and girls feel physically and emotionally safe. It is a space where women and girls, being the intended beneficiaries, feel comfortable and enjoy the freedom to express themselves without the fear of judgment or harm.  **24 Mobile Outreach Teams (MOTs):** UNFPA Mobile Outreach Teams provide psychosocial support services and awareness sessions to vulnerable women and girls in hard to reach and remote areas under the health umbrella. The MOTs disseminates information on the available GBV services and child marriage topics and referred vulnerable women and girls to other service providers for health services.  **44 Psychosocial Support Counselling Centres (PSCCs):** PSSCs are the centres that operate under the health umbrella to provide medical care and psychosocial support services to vulnerable women and girls.  **6 Multipurpose Youth Centres:** MYCs are the comprehensive facilities and one stop shops that support vulnerable adolescents and youth to access psychosocial support services, reproductive health services, establishment of youth networks/councils, Life skills and employability education trainings, peer to peer health & MHM awareness, and education programs including computer and illiteracy. MYCs also work with vulnerable young girls and boys including survivors of Bacha Bazi, and adolescent girls at risk of child marriage by providing comprehensive livelihoods programs  **1 Integrated Youth Health Centre**: The IYCs provides awareness raising for AY on healthy lifestyles and RH, support referrals services to health and PSS services, conducts intergenerational dialogues for parents, caregivers and influential community member, and provide safe space for youth volunteers and networks to conduct peer education sessions and implement youth led initiatives. These are integrated in health facilities such as hospitals, clinics, or coordinate with Mobile Health Teams.  **1 Midwifery Help Line:** 1 MHL provides technical advice to the midwives located in remote locations. The toll-free 24/7 MHL operates out of the Rabia Balkhi Maternity Hospital in Kabul. Midwives use the hotline for advice on management or treatment of complicated maternity cases they face in the field.  **1 Youth Help Line:** YHL is a nationwide, free of charge health line service that targets adolescents and youth. The adolescents and youth related questions are answered by trained counsellors around health, RH, FP, STIs, MHM, PSS, Mental Health, Drugs, and other issues of their concerns. Objective/ Purpose The **purpose** of third-party monitoring is to assist the UNFPA programme monitoring through independent external monitors to provide field-level information and use of different information sources to validate results reported by partners and identify critical programme implementation issues to take corrective actions.  The **overall objective** of the third-party monitoring is to independently verify the programme implementation and results achieved in the UNFPA supported service delivery points. While the specific **objective** is to assess the functionality, level of compliance, data validity, quality of care and accountability to affected populations by the UNFPA supported service delivery points. Methodology: Monitoring will be undertaken utilising pre-defined standard checklists to ensure consistency and accuracy of data collection across locations. Monitoring will involve data collection from project staff, community members, service end users and local stakeholders, in addition to direct observation of facilities and services. The standard checklists will be concurrently changed and modified in accordance with programme monitoring findings and requirements.  The selected partners are expected to come up with a detailed methodological approach. The proposed monitoring methodology should employ a **mixed method approach consisting of both qualitative and quantitative data collection techniques.** The sample size should cover all the 31 provinces where UNFPA supported service delivery points are located with oversampling in areas where the field monitoring coverage is low. It is anticipated that at least 30% of the Service delivery points (SDP) are monitored in every round of the monitoring cycle.  Quantitative and qualitative data (mostly through FGDs) will be collected using a comprehensive TPM checklist administered to service providers and communities. In addition to this, key informant interviews will be conducted with the implementing CSO partners’ staff and IPs.  **Tasks and Deliverables:**  The selected partner should have an extensive experience of conducting third party monitoring especially in the context of Afghanistan. Specific tasks are listed below:  **Data Collection Tools/ Monitoring Checklists**  While UNFPA will provide the initial briefing to the partner and the monitoring checklists to the TPM partner, TPM will do a minor adjustment of the data collection tools in the first round, and gradual adjustment will be done in the subsequent rounds to enable collecting data on the new indicators that will be introduced.  **Train and deploy independent field monitors for specific data collection purposes in selected location**  To achieve the TPM objective, **the partner is expected to conduct the following** (but not limited to) **activities** while clearance from UNFPA is required before implementation:   * Prepare an inception report responding to the requirements in TOR for UNFPA review and feedback. * Propose a list of staff including supervisors/ coordinators and field monitors (male and female) meeting the requirements for UNFPA review and clearance. Based on UNFPA’s monitoring requirement the number of monitors can be revised (increased or decreased) with one month’s notice. * Propose a methodology for TPM and related tools based on the information and data requirements provided by UNFPA for implementation. * Review and provide feedback on monitoring checklists and reporting formats and recommend any necessary adjustments. Final tools for implementation are subject to UNFPA’s approval. * Prepare a monthly monitoring plan to be discussed and approved by UNFPA. * Conduct training and supervision/ coaching of staff, particularly field monitors. * The partner will train all staff, particularly field monitors and coordinators/ supervisors to the required level of delivering their expected responsibilities before (field) deployment. * The partner will put in place supervisors to ensure supervision and coaching of the field staff to deliver the expected field data collection. * The partner shall fill any staff turnover with an appropriate person from within the province immediately. UNFPA should be informed of the new change of personnel.   **Quality assurance**   * It is the responsibility of the TPM partner to conduct all necessary supervision and checks as necessary as part of their internal quality assurance (e.g. supervisor/coordinator is expected to conduct random checks on the work of field monitors through various means). * The partner shall provide UNFPA with evidence of field monitoring/ field data collection. To the extent possible, the field monitoring to be validated by either (i) GPS-embedded Open Data Kit (ODK Collect App) report and/or GPS-embedded photo(s); (ii) Full name, address and telephone number of an in-charge of the service delivery point confirming the field monitoring visits/ data collection. * Implementation of field monitoring and data collection into a centralized database * Findings/data from each monitoring visit must be documented and entered into a centralized online database which is accessible to UNFPA at all times. * Monitoring and reporting should be conducted independently without any bias and involvement from individuals and organizations. i.e. reporting ‘as it is’. * All plans and findings from the third-party monitoring are the sole property of UNFPA. The partner is expected to follow the instructions outlined in an SOP regarding information flow and points of contacts in different steps to ensure protection of sources of information and ensure continuous impartiality of monitors and monitoring activities. * On a need basis, the partner might be requested to conduct special monitoring on specific activities/issues as assigned by UNFPA. In this case the findings may be required to be reported to UNFPA urgently outside of the normal reporting period.   **Data and Reporting**   * The partner is expected to consolidate and synthesize the monitoring findings and prepare reports on the agreed format. The reports are to be submitted on a quarterly basis to UNFPA. * A quarterly meeting is to be held between UNFPA and the partner to review the key findings, the quality of the reporting, and discuss challenges and opportunities on the overall implementation of field monitoring. * The partner shall enforce data security measures consistent with UNFPA’s data security and integrity guidelines. The data collected from the Third-Party Monitoring is the property of UNFPA and shall not be used by the partners other than for the tasks outlined in the ToR. * The partner will ensure immediate notification of Red Flag findings observed during the mission such as:   + The service delivery point (SDP) is closed during the normal working hours for no legitimate reason(s)   + Staff are absent and did not notify the SDP management/IP   + Beneficiaries report abuse, exploitation, and mistreatment of SDP staff.   + The SDP has non-functional sections   + Any other major violation   **Triangulation of data and report**  The data and reports received from the TPM entities will be subjected to extensive reviews, data validation and triangulation processes involving examining findings from different sources. This will involve review of the findings from Accountability to Affected Population and Humanitarian Access Teams having first hand information from the field. Furthermore, the findings and data sets will be triangulated with the existing datasets and visualisation tools currently functional and providing first hand information.  **Responsibilities of the TPM partner:**   * The TPM partner shall be available to discuss the quarterly monitoring plan, findings from the monitoring visits, and progress on follow up actions. * The partner is responsible for human resources management of the staff deployed for the assignment(s). This includes but not limited to the recruitment, contracting, social insurance, on-boarding, training, supervision, provision of office stationery and equipment, logistics and transport. All other staff employed by the partner in no circumstances would be considered to be representing UNFPA. * The partner is responsible to ensure that locally based staff are recruited for field monitoring and field supervision responsibilities. * The partner is responsible to recruit female field monitors wherever possible and for areas where men cannot access the client due to cultural issues. * The partner is responsible to deploy field monitors and supervisors who are able to access their respectively assigned geographical areas. * The partner is responsible for delivering all necessary training and coaching of their staff to ensure their sufficient capacity to deliver the required tasks and outputs. * The partner shall maintain a database of all field monitors, coordinators and supervisors containing their personal details, work experience, date of joining, leave record, area deployed, etc. This database will be updated regularly and shared with UNFPA in its entirety. * The Partner and the full implementation of the assignment is subject to periodic spot checks conducted by UNFPA. UNFPA may conduct checks at any stage of implementation. The partner is required to make all information available for any checks conducted by UNFPA. * The Partner duty does not include any programmatic or financial authority * During the implementation phase, if any emerging issues require changes or adaptation to the methodology, work plan, timeline, quality assurance mechanism or staff structure, the partner is required to report to UNFPA on relevant issues (with documentation) and propose changes. Any proposals are subject to approval from UNFPA.   **F. Selection Criteria/ Required Qualification, Specialized experience and competencies**  UNFPA will hold an inception meeting with the TPM partner to provide orientation to the project, indicators, checklists and explain the expectations based on which the TPM will present a detailed methodology for discussion and agreement. The TPM partner is expected to have:   * At least five years of relevant experience and monitoring and evaluation and research in the context of Afghanistan * At least one technical expert familiar with the health systems and standards in Afghanistan to ensure overall oversight and quality assurance of the TORs. * A team of trained field monitors to conduct data collection across all provinces and districts. * Data analysis and report writing skills to prepare high quality reports. |

| **Section 2: Application requirements and timelines** | | |
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| 2.1 Documentation required for the submission | The expression of interest shall include the following documentation:   * Copy of provisions of legal status of the NGO in Afghanistan * 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 22, 2023 |
| Deadline for submissions of proposals | Feb 12, 2023 |
| Deadline for requests of additional information/ clarifications | February 28, 2023 |
| Review of NGO submissions | February 25, 2023 |
| Notification of results communicated to NGO | March 5, 2023 |

| **Section 3: Process and timelines** | | |
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| 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 and INGOs 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 past experience and 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 Afghanistan CO 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 with the objective of the TORs. * The organization does not have a history of fraud, complaints or service delivery issues. |
| Human Resource | * The organization has sufficient staff resources and technical expertise to implement the proposed activities. * The organization does not have conflicts of interest with UNFPA or its personnel that cannot be effectively mitigated. |
| Comparative Advantage | * The organization’s mission and/or strategic plan focuses on at least one of the UNFPA’s programme areas. * The organization has experience in the country or field and enjoys prominence in areas related to UNFPA’s mandate. * The organization has a proven track record in implementing similar activities and is seen as credible by its stakeholders and partners. * The organization has relevant community presence and ability to reach the target audience; especially vulnerable populations and hard-to-reach areas. |
| Monitoring | * At least five years of relevant experience and monitoring and evaluation and research in the context of Afghanistan * The organization has systems and tools in place to systematically collect, analyze and use programme monitoring data. * The organization has field presence allowing its team to collect data regularly and share them with UNFPA (field reports, focus group discussions and documentation reports) |
| Partnerships | * The organization has established partnerships with government and other relevant local, international, and private sector entities. |
| Environmental Considerations | * The organization has established policies or practices to reduce the environmental impact of its activities. If no policies exist, the organization must not have a history of its activities causing a negative impact to the environment. |
| Specific requirements | * At least one technical expert familiar with the health systems and standards in Afghanistan to ensure overall oversight and quality assurance of the TORs. * A team of trained field monitors to conduct data collection across all provinces and districts. * Data analysis and report writing skills to prepare high quality reports. * Experience in the areas of health especially reproductive health issues, * Experiences in the areas of gender equality, GBV, harmful practices, and reproductive health issues in humanitarian settings. * Experience in working with displaced, refugees and migrants and implementing safe spaces. * Ability to work at both governorate and districts level as well as all over Afghanistan (i.e: national level). |
| 3.3 Prospective partnership agreement | UNFPA will inform all applicants of the outcome of their submissions in writing to the email 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  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. |
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| **Section A. NGO Identification** | | |
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| 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 | | |
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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* | |
| 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 Afghanistan 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 | *Outline the systems in place (policies, procedures, guidelines, and other tools) that systematically collect, analyses and use programme monitoring data* | |

| Section C. Proposal overview | |
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| C.1 Programme title |  |
| C.2 Results to which the programme contributes | *Refer to Section 1.3 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 | |
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| 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 whether 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. 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* |

| Section E. Programme Risks and Monitoring | |
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| 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 | *This section briefly outlines the monitoring activities* |

| Section F. References | |
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| 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 | |
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| 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): |
| 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): |
| G.4 Training | Your organization holds mandatory trainings (online or in-person) for all IP employees and associated personnel[[1]](#footnote-0) (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): |
| 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): |
| 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): |
| G.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): |
| 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): |

1. Associated personnel include sub-contractors, consultants, interns or volunteers and others associated with or working on behalf of the Partner. [↑](#footnote-ref-0)