

Invitation for Proposals

UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for **conducting a series of peer-led empowerment sessions aimed at improving awareness and education about access to health services, safety, and occupational health among the priority target group within the Joint UN Programme PRO – Local Governance for People and Nature.**

The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations for prospective partnership with UNFPA Serbia Country Office to support achievement of results outlined in the Serbia CPD [2021-2025] (DP/FPA/CPD/SRB/2) or 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:

UNFPA Serbia Country Office email address: serbia.office@unfpa.org

By June 16, 2025.

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

Applications must be submitted in English language.

Any requests for additional information must be addressed in writing by 1 week before deadline for submissions at the latest to Ms. Tina Aničić, e-mail: anicic@unfpa.org.

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

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 the Republic of Serbia	<p>In Serbia Country Office, UNFPA works with the government and other partners to strengthen the capacities of national and local stakeholders to address sexual and reproductive health, migration, ageing and demographic changes through measures that are rights- and evidence-based, and gender sensitive, as set out in the Serbia CPD [2021-2025] (DP/FPA/CPD/SRB/2).</p> <p>Further information on the programme can be found on http://serbia.unfpa.org/</p>
1.3 Specific results	Within this framework and as set out in Serbia CPD [2021-2025] (DP/FPA/CPD/SRB/2) working with government and other partners, UNFPA will contribute to achieve the following results:

Background information

The Joint UN Programme PRO - Local Governance for People and Nature (Programme) is designed to contribute to improving the well-being and quality of life of citizens through improved local governance, social inclusion, and environmental protection in 110 cities and municipalities throughout Serbia. The Programme is jointly implemented by the United Nations Serbia organisations - UNOPS, UNICEF, UNFPA and UNEP, in cooperation with the Government of Serbia, and with the financial support of the Government of Switzerland, in the period from January 1, 2023 to December 31, 2026.

The Programme will also provide support to informal waste pickers, affected by the modernisation of the waste management system on the territory of those LGs covered by the Solid Waste Programme, co-financed by the European Bank for Reconstruction and Development (EBRD) and the French Development Agency (AFD). This output of the Programme (output 2.5) aims at enhancing livelihood recovery and access to public services relevant to social inclusion such as health, education and social protection.

The Solid Waste Programme (SWP) will upgrade Serbia's waste management system through the closure of 15 municipal dumpsites and the development of six regional waste management centres serving a total of 42 municipalities, as well as a multi-regional primary sorting system. The waste will be redirected to six new Regional Waste Management Centres (RWMC), causing many informal waste pickers to lose their primary source of income. Within the SWP, the Livelihood Restoration Plan (LRP) was developed, in line with national legislation as well as the Environmental and Social Policy of EBRD and AFD. The LRP served as a basis for the development of this activity.

Despite limitations related to access to reliable statistical data about waste pickers, it is assessed that between 30,000 and 50,000 individual waste pickers are active in Serbia, mostly members of the Roma population, whose activities contribute most of 80% of the country's total recycling activity.¹ Waste picking provides important opportunities to people who have few or no marketable skills and low-level education. However, their status on the labour market remains informal since they are not officially employed as workers, nor part of a registered waste or recycling enterprise or cooperative. In addition, besides dangerous working conditions due to hazardous waste, their living conditions are also difficult with limited access to healthcare, education and social protection services, which leads to further social stigmatisation. Finally, although there are municipal benefits from waste pickers' work, LGs often lack the capacity to include informal waste pickers into a municipal waste system and to develop inclusive policies focused on legal and social recognition of waste pickers.

¹ Source: GIZ publication [Inclusion of Informal Collectors into the Evolving Waste Management](#)

The LRP census recorded up to 150 individuals engaged in waste picking and up to 250 of their household members i.e. total of 75 households that will be impacted by the SWP with a place of residence in 12 LGs (Obrenovac, Ub, Valjevo, Apatin, Odžaci, Kula, Bač, Sremska Mitrovica, Loznica, Prijepolje, Ruma, Šid), which represents a priority target group of this activity.

UNFPA CO Serbia is engaging an Implementing Partner (IP) to organize a series of peer-led empowerment sessions.² These sessions aim to raise awareness and strengthen knowledge about access to health services, safety, and occupational health, supporting informal waste pickers in improving their employability and securing more sustainable livelihoods. This support is particularly important, as the closure of 15 municipal dumpsites and the opening of six Regional Waste Management Centres (RWMCs) will result in many informal waste pickers losing their primary source of income.

This activity will have three parts:

- 1) *Training of Trainers (ToT) for Peer Educators:* The ToT for peer educators (Roma health mediators, Roma students or Roma CSOs representatives) will be organized in partnership with Roma organizations active in the field of health, social inclusion and/or safety and occupational health issues within the Roma communities. The ToT will be organized in the order to prepare trainers for upcoming workshops and direct work with the beneficiaries.
- 2) *Empowerment Sessions for Roma Families:* Peer educators will conduct a series of empowerment sessions for the priority target group. These sessions aim to raise individual and collective awareness around access to health services and promote health-seeking behaviours that support long-term well-being and employment readiness.

In relation to health services, empowerment sessions for families will include at least the following topics:

- Reproductive Health, Family Planning and Preventing Adolescent Pregnancies: emphasizing the importance of a healthy pregnancy as a foundation for other life events, including employment;
- Girls' Education and Empowerment: encouraging independent decision-making in sexual and reproductive health;
- Regular Medical Examinations: stressing their role in preventing reproductive health and serious diseases, including reproductive cancer;
- Lifestyle Risks and Age-specific Prevention: Addressing factors affecting health, with a focus on regular medical check-ups for individuals over 50;
- Targeted Support for Older Roma Women: specialized sessions will be tailored to address the health concerns and needs of older Roma

² The number of sessions will be agreed in consultation with partners, based on needs and available resources.

women who are the most neglected even among the Roma population, ensuring that they receive adequate attention and care.

On average, at least three sessions will be organized for each family, based on composition and needs. In each session will participate at least 2 peer educators (male and female educators), to enable separate discussions (or parts of the session) for women and men of various ages. All sessions will be chosen and organized in close cooperation with family supporters from the LGs.

- 3) *Safety and Occupational Health Workshops*: In addition to the existing empowerment sessions, the Programme will introduce workshops focusing on safety and occupational health, especially related to waste management and other potentially hazardous occupations. These workshops will educate family individuals seeking employment on the importance of workplace safety measures, handling waste safety, understanding environmental hazards, and adopting practices that reduce health risks related to occupational exposure.

Objective(s)/Task(s)

The selected IP is expected to execute the following tasks/activities:

Task 1. Develop the work plan which will include: i/ task descriptions with associated deadlines, ii/ methodology of the training of trainer (ToT), iii/ selection criteria and list of peer educators in coordination with Roma organizations, iv/ overview of planned empowerment session topics and structure, v/ outline of the safety and occupational health workshops, vi/ other relevant details outlining the execution of the activity.

Task 2. In coordination with Roma organizations active in the areas of health, social inclusion, and occupational health, identify and select peer educators (Roma health mediators, Roma students, or Roma CSO representatives).

Task 3. Design ToT to prepare educators for the implementation of peer-led empowerment sessions and occupational safety workshops. Develop Empowerment sessions and Safety and Occupational Health Workshops outlines. All documents should be submitted to UNFPA CO Serbia for review.

Task 4. Conduct a Training of Trainers (ToT) for selected peer educators. The ToT should equip peer educators with the necessary skills and knowledge to deliver the empowerment sessions, using participatory and culturally appropriate approaches.

Task 5. In close cooperation with Family Supporters in Local Governments (LGs), coordinate and implement empowerment sessions for Roma families from the priority target group. Each family should participate in at least three sessions, tailored to their composition and needs. Each session must involve

both male and female peer educators to enable gender-segregated or gender-sensitive discussions where necessary.

Task 6. Deliver safety and occupational health workshops for family members of the target group who are seeking or currently engaged in informal and hazardous employment sectors. These workshops should educate family individuals seeking employment on the importance of workplace safety measures, handling waste safety, understanding environmental hazards, and adopting practices that reduce health risks related to occupational exposure.

Task 7. Develop a final narrative report with a comprehensive summary of all activities conducted, outcomes achieved, challenges encountered, and lessons learned.

Outputs/Deliverables

Deliverable 1. The work plan is developed, in accordance with the provided instructions by July 15, 2025.

Deliverable 2. Peer educators are selected with relevant Roma organizations active in the areas of health, social inclusion, and occupational health by August 1, 2025.

Deliverable 3. The training of trainers materials, sessions and workshops outlines are developed and shared with the UNFPA CO Serbia in Serbian for review and comments by August 31, 2025.

Deliverable 4. The training of trainers for selected peer educators is conducted by September 30, 2025.

Deliverable 5. Empowerment Sessions for Roma Families are conducted by May 31, 2026.

Deliverable 6. Safety and Occupational Health Workshops are conducted by May 31, 2026.

Deliverable 7. Final Narrative Report submitted by June 30, 2026.

When dealing with sensitive personal information, the IP is required to adhere to both national and international regulations concerning the protection of personal data.

Timing / Schedule

Overall supervision of all processes related to the UNFPA Country Office is performed by the UNFPA CO Serbia Head of Office, while direct daily coordination will be exercised by the PD Programme Analyst and SRH and Youth Programme Analyst.

Expected duration from: July 1, 2025 – June 30, 2026.

	<p>In-country travels will be organized in accordance with planned activities and expected deliverables.</p> <p>For all delays in the completion of the tasks, the IP should notify the UNFPA Serbia Head of Office, PD Programme Analyst, SRH and Youth Programme Analyst stating the reasons for the delay and proposing alternative actions or dates for completion of the deliverables.</p>

Section 2: Application requirements and timelines		
2.1 Documentation required for the submission	<p>The expression of interest shall include the following documentation:</p> <ul style="list-style-type: none"> • Decision from Serbian Business Register Agency • Founding document (if different from the decision from Serbian Business Register Agency) • Regulations on work and standard of conduct • Latest annual report and audit report as separate documents or hyperlink to the documents • Attachment I – NGO Profile and Programme Proposal 	
2.2 Indicative timelines	Invitation for Proposal issue date	June 2, 2025.
	Deadline for submissions of proposals	June 16, 2025.
	Deadline for requests of additional information/ clarifications	1 week before deadline
	Review of NGO submissions	1 weeks after deadline
	Notification of results communicated to NGO	1 weeks after review of proposals

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 <i>using criteria outlined in section 3.2 below</i>.</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 Serbia Country Office will review evidence provided by the NGO submission and evaluate applications based on the following criteria:</p>

	<i>NB: Any proposal not submitted in specified working language will be excluded from consideration.</i>	
	Governance & Leadership	<ul style="list-style-type: none"> • The organization has a clearly defined mission and goals that reflect the organization's structure and context, as well as alignment to UNFPA priority areas. • Organization does not have a history of fraud, complaints or service delivery issues.
	Human Resource	<ul style="list-style-type: none"> • Organization has sufficient staff resources and technical expertise to implement the proposed activities. • Organization does not have conflicts of interest with UNFPA or its personnel that cannot be effectively mitigated.
	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 relevant community presence and ability to reach the target audience; especially vulnerable populations and hard-to-reach areas.
	Monitoring	<ul style="list-style-type: none"> • The organization has systems and tools in place to systematically collect, analyse and use programme monitoring data
	Partnerships	<ul style="list-style-type: none"> • The organization has established partnerships with the government and other relevant local, international and private sector entities.
	Environmental Considerations	<ul style="list-style-type: none"> • The organization has established policies or practices to reduce the environmental impact of its activities. If no policies exist, the organization must not have a history of its activities causing negative impact to the environment.
3.3 Prospective partnership agreement	UNFPA will inform all applicants of the outcome of their submissions in writing to the email/ postal address indicated in the NGO submission.	

Attachment I: NGO Profile and Programme Proposal
(to be completed by NGO submitting proposal)

The purpose of this proposal is to provide the following information:

- a) overview of the NGO,
- b) an outline of the activities the NGO is proposing to partner with UNFPA and
- c) provide UNFPA with sufficient evidence to show it meets the criteria outlined in section 3.2 of the IFP.

Information provided in this form will be used to inform the review and evaluation of NGO submissions as outlined in the Invitation for Proposals.

Section A. NGO Identification

A.1 Organization information	Organization name	
	Address	
	Website	
A.2 Contact information	Name	
	Title/Function	
	Telephone	
	Email	
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 [country] 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: