

Invitation for Proposals

UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for **conducting an assessment of the local context and manage analyses of the in-depth assessment of the priority target group needs 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 clearly marked “NGO Invitation for Proposals” at the following address:

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

By February 16, 2024.

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 one 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 a number of 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 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 livelihoods. 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 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 are contributing 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 capacities 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.

The UNFPA CO Serbia is engaging an Implementing Partner (IP) to conduct a comprehensive assessment of local community contexts where waste pickers reside and operate and create an analytical tool that will facilitate the effective management of the assessment of waste pickers' needs and resources.

This activity will have two parts:

- 1) *Local Community Assessment on Informal Waste Pickers:* This comprehensive assessment involves conducting interviews and community consultations with pertinent local stakeholders such as Local Governments (LGs), Centers for Social Works, National Employment Service, employers, Primary Health Centre, Public Health Council, Roma health mediators, and Roma coordinators across 12 LGs. The objective is to assess the situation of informal waste pickers and their family members. The findings will encompass the current state and needs of local communities, existence of local mechanisms needed for systemic support of informal waste pickers, as well as the capacities of social and health care service providers within these communities.

Additionally, data collected from LGs through grant applications will complement the Local Community Assessment on informal waste pickers. This initiative aims to assist LGs in areas where waste pickers have a residence, establishing governance and coordination mechanisms. These mechanisms will facilitate the development and implementation of effective measures to ensure the sustainable livelihoods of informal waste pickers.

- 2) *Development of Analytical Tool for Managing the Assessment of Waste Pickers' Needs and Resources:* This comprehensive tool aims to assess the profile/needs of all informal waste pickers and their family members. It will encompass various dimensions, such as: number of current waste pickers and their family members, age, gender, working conditions, access to health and social care services, especially for older and young persons and women, access to the labour market and opportunities for retraining. Additionally, the tool will encompass the perceived needs and unmet needs of both male and female informal waste pickers, focusing particularly on aspects directly influencing their employability.

This analytical tool will serve as a valuable resource for Family Supporters, aiding in the evidence-based formulation of Individual Households' Support Plans (IHSPs) for each family within the priority group (approximately 75 households). Family Supporters, operating at the local level, play a crucial role in providing direct assistance during the program, including conducting interviews / needs assessments of each household and its members. They guide families from the priority target group and oversee the development and monitoring of IHSPs. This includes ensuring access to local services and proposing additional measures when necessary. The tool should provide an easy profile overview of the needs of all informal waste pickers and their family members.

The outcomes derived from both the Local Community Assessment on Informal Waste Pickers and the Analytical Tool for Managing the Assessment of Waste Pickers' Needs and Resources will serve as a foundational reference point, providing invaluable insights for local institutions. These insights will empower them to formulate policies and implement targeted actions, effectively addressing the specific needs of informal waste pickers and their family members.

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/ list of relevant local stakeholders and the priority target group, iii/ methodology of the assessment, iv/ content of the final assessment report, v/ questionnaire for the Local Community Assessment on Informal Waste Pickers v/ overview of Analytical Tool for Managing the Assessment of Waste Pickers' Needs and Resources, vi/ other relevant details outlining the execution of the assessment.

Task 2. Conduct individual interviews and community consultations with relevant local stakeholders in 12 LGs (LGs, Centers for Social Works, National Employment Service, employers, Primary Health Centre, Public Health Council, Roma health mediators, Roma coordinators, etc.) to collect information for the Local Community Assessment on Informal Waste Pickers.

Task 3. Develop the initial draft of the Local Community Assessment Report on Informal Waste Pickers. The document should be submitted in Serbian to the UNFPA CO Serbia for review and comments.

Task 4. Develop the Analytical Tool for Managing the Assessment of Waste Pickers' Needs and Resources to be used by Family Supporters. The document should be submitted in Serbian to the UNFPA CO Serbia for

review and comments.

Task 5. Conduct the training on the using of the Analytical Tool for Managing the Assessment of Waste Pickers` Needs and Resources specifically tailored for Family Supporters. This training will encompass instructions on operating the tool, conducting interviews with informal waste pickers and their family members, and assessing individual household needs of informal waste pickers and their families.

Task 6. Develop the final report which will include the Local Community Assessment on Informal Waste Pickers and information from the Analytical Tool for Managing the Assessment of Waste Pickers` Needs and Resources collected by Family Supporters in the field. The document should be submitted to the UNFPA CO Serbia in Serbian for review and comments.

Task 7. Presentation of the results from the final report to key stakeholders.

Outputs/Deliverables

Deliverable 1. The work plan is developed, in accordance with the provided instructions by March 15, 2024.

Deliverable 2. Individual interviews and community consultations are conducted with relevant local stakeholders in 12 LGs to collect information for the Local Community Assessment on Informal Waste Pickers by April 30, 2024.

Deliverable 3. The initial draft of the Local Community Assessment Report on Informal Waste Pickers is developed and shared with the UNFPA CO Serbia in Serbian for review and comments by May 31, 2024.

Deliverable 4. The Analytical Tool for Managing the Assessment of Waste Pickers` Needs and Resources is developed and shared with the UNFPA CO Serbia in Serbian for review and comments by April 30, 2024.

Deliverable 5. The training on the using of the Analytical Tool for Managing the Assessment of Waste Pickers` Needs and Resources for Family Supporters conducted by May 31, 2024.

Deliverable 6. The final Report which will include the Local Community Assessment on Informal Waste Pickers and information from the Analytical Tool for Managing the Assessment of Waste Pickers` Needs and Resources collected by Family Supporters in the field is developed and shared with the UNFPA CO Serbia in Serbian for review and comments by August 31, 2024.

Deliverable 7. The results from the final report are presented to key stakeholders by September 30, 2024.

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

	<p><u>Timing / Schedule</u></p> <p>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.</p> <p>Expected duration from: March 1, 2024. – September 30, 2024.</p> <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>
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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	February 2, 2024.
	Deadline for submissions of proposals	February 16, 2024.
	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,</p>

	<p>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> <p><i>NB: Any proposal not submitted in specified working language will be excluded from consideration.</i></p>				
	<table border="1"> <tr> <td>Governance & Leadership</td> <td> <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>Human Resource</td> <td> <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. </td> </tr> </table>	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.
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3.3 Prospective partnership agreement	<p>UNFPA will inform all applicants of the outcome of their submissions in writing to the email/ postal address indicated in the NGO submission.</p>				

**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>
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	<ul style="list-style-type: none"> • <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:	