

INTERNATIONAL PLANNED PARENTHOOD AFRICA REGION

Call for Expressions of Interest in becoming an IPPF Collaborative Partner in Liberia

IPPF Africa Region (IPPFAR) is seeking an organization to become its new Collaborative Partner in Liberia, who will help fulfil IPPF's vision: *"All people are free to make choices about their sexuality and well-being, in a world free of discrimination"*.

Background:

[IPPF](#) is a global healthcare provider and a leading advocate of sexual and reproductive health and rights (SRHR) for all. Led by a courageous and determined group of women, IPPF was founded in 1952 at the Third International Planned Parenthood Conference. Today, we are a movement of 120 autonomous [members](#) with a presence in over 146 countries.

[Our work](#) is wide-ranging, including comprehensive sex education, provision of contraceptive, safe abortion, and maternal care and responding to humanitarian crises. We pride ourselves on being local through our Member Associations (MAs) and global through our network. At the heart of our mission is the provision of – and advocacy in support of – integrated healthcare to anyone who needs it regardless of race, gender, sex, income, and crucially no matter how remote. Volunteerism is central to our healthcare delivery. It underpins the vital work of our members and their teams, whether through community outreach and distribution of contraceptive care or the regional Youth Action Movements championing change.

[IPPF Africa Region](#) (IPPFAR) is part of IPPF's secretariat, and as such, one of the leading providers of quality sexual and reproductive health (SRH) services in Africa, and a strong and resolute sexual and reproductive health and rights (SRHR) advocacy voice in the region, committed to gender equality and to ensuring that women, girls and young people realize their rights and have control over their own bodies, their lives and their futures.

Headquartered in Nairobi, Kenya, the overarching goal of IPPFAR is to increase access to integrated SRHR services to the most vulnerable youth, men, and women in sub-Saharan Africa. IPPFAR's work is boosted by extensive, sustained and targeted advocacy on key SRHR issues at national, regional, and global levels to safeguard universal access to SRHR for all as a fundamental right. IPPFAR does this by working closely with governments, the African Union, Regional Economic Commissions, the Pan-African Parliament, United Nations organisations, among others, to expand, champion and uphold political and financial commitments to SRHR in Africa.

Supported by thousands of volunteers, IPPFAR tackles the continent's growing SRHR challenges through a committed **network of Member Associations (MAs) and Collaborative Partners (CPs)** in 39 countries. IPPF MAs share a common vision, set of core values, and commitment to improve lives and enhance human rights. Each MA develops its own strategy to address the needs in its country. Given the rich diversity of the Federation, these strategies reflect the unique contexts of each country where IPPF is present. All MAs are accredited through a robust accreditation system based on a formalized peer-review process which ensures that they meet and comply with 48 essential membership standards. Compliance to these standards is continuously monitored, and an in-depth accreditation review process takes place every five years.

IPPF provides technical, financial and related support to its MAs and CPs. MAs and CPs also support each other through a peer-to-peer mechanism. While CPs are required to subscribe to the IPPF's vision, mission and values, they are not required to comply with all IPPF membership standards and do not undergo accreditation reviews. Becoming a CP is often a first step towards becoming an MA at a later stage.

Goal:

With this call for expressions of interest, we seek national Civil Society Organizations (CSOs) and Community Based Organizations (CBOs) working in the area of SRHRs and based in Liberia, who would be interested in becoming IPPFAR's CP.

Eligibility Criteria for Partner Organization(s) affiliation to IPPF:

We encourage all potential applicants to review these points carefully before applying, to make sure they meet these critical eligibility criteria.

Applicant organizations must:

- Be national NGOs/CBOs/CSOs working on SRHR related issues (including SRHR programs and services and/or advocacy);
- Be based, operating and registered as a national not for profit organization in Liberia;
- Adhere to IPPF's vision, mission and core values;
- Have a strongly proven ability of financial solvency and accountability;
- Have been operating relevant activities in the area of SRHR for at least two years;
- Have a wide geographical presence in country;
- Have a focus on youth and other hard-to-reach and underserved populations;
- Be willing to undergo desk-based and field-based assessments (on their governance, programs, finance, communication, advocacy and related management systems) and to submit evidence to IPPF.

Selection Criteria

The evaluation and selection will be based on the above defined eligibility criteria as well as on the quality of the partnership proposal submitted including institutional, technical and administrative capacity of the organization/s to carry out SRHR programs/services/ advocacy and capacity building in country.

A Proposal template is annexed to this call (Annex 1).

Modalities of the Partnership

Selected partner(s) will sign a partnership agreement with IPPFAR in the form of a Memorandum of Understanding (MoU). The duration of the partnership will initially be for one year, with the possibility of extension, depending on performance achievements of set objectives and targets, timely submission of required data and reports, accountability and compliance with all terms and conditions as stipulated in the initial partnership agreement (MoU & Funding Agreement).

Applying to the call for expressions of interest

Interested organizations should submit an expression of interest with supporting documents by midnight November 21, 2022, EAT. All applications should be sent to cpbid@ippf.org with the subject title "*Submission: EOI Partnership Liberia.*" Applications must be in English and must not exceed twenty pages (including annexes and excluding supporting documents). Expressions of interest that do not adhere to these requirements, are submitted late or are incomplete, may not be considered for the request for full proposals.

The expressions of interest will contain a narrative of no more than four pages, supplemented by the two Annexes (see below).

In the narrative, the applicant should provide information on:

- The organization's interest in becoming an IPPF CP and how this role aligns with their organizational mandate.
- How the organization is committed to and would support the advancing of voluntary, rights-based FP/SRHRs programs in the region and positions FP on the global development agenda.
- The organization's current relationship with the government in its home country.

- How the organization engages with regional and country level partners in its ongoing work.
- The global health and international development organizations and funders that already have a working relationship with the organization.

Interested organizations are also requested to complete questionnaires enclosed as Annex 1. Please note that attachments should be provided to support each answer. All questions must be answered directly and clearly. Extraneous information not directly responding to the questions will only constrain the ability of IPPF to positively assess the applicant’s alignment with the current call for expression of interests’ requirements.

Summary of documents to be submitted:

- Expression of Interest cover letter
- Expression of Interest narrative--no more than four pages
- Annex 1 (proposal template duly filled)
- Annex 2 (supporting documents – whenever possible provide hyperlinks)

IPPFARO reserves the right to cancel the bidding.

Questions and clarifications

For any query, please contact the IPPF team at cpbid@ippf.org

Annex 1: Proposal Template

Please review the call for partnership proposal guideline above before completing the template.
All questions in the Template should be answered and the total length of the completed Proposal should not exceed 20 pages (excluding supporting documents).

Topic	Area of enquiry	Response
Organization's General information	<p><u>Organization:</u></p> <ul style="list-style-type: none"> • Name • Physical Address • Date of establishment • Date of Registration • Website • Telephone number • Email address <p><u>Organization Focal Person:</u></p> <ul style="list-style-type: none"> • Name: • Title: • Email: • Telephone: 	
Legal status	Does the organization have a legal capacity to operate in the country, and does it comply with the legal requirements of the country to register and operate? Please provide copies of all relevant documents evidencing legality of operations.	
Date of Establishment and Organizational Background	<p>1. When was the organization established?</p> <p>2. How has the organization evolved since its establishment? (increase in staff, expansion to more locations, increase in project activities or programs, increase in resources or funding etc.)</p> <p>3. Who are your main donors/partners? (in the last two years)</p> <p>4. Please provide a list of a few major entities that the organization has an affiliation with. <i>(This refers to any formal relationships established between otherwise independent organizations such as through membership, association of a larger federation, financial agreements etc. in the last two years)</i></p> <p>5. In how many cities/regions/ provinces do you have capacity to operate in? Please provide a</p>	

	complete list and indicate the size of the offices in each location.	
Governance	<p>1. Please describe the Governance and Constitution of your organization.</p> <p>2. Provide a description of your organization structure, including membership, and services. For example, the number of members and dues-paying members, average number of users for services offered (by year for most recent 2 years), membership fees, number of paid employees, as well as any financial data that indicates the scale and depth of the organization.</p>	
Certification/ Accreditation	<p>Is the organization certified in accordance with any international or local standards (e.g., ISO), such as in:</p> <ul style="list-style-type: none"> • Leadership and Managerial Skills • Project Management • Financial Management • Organizational standards and procedures • Other 	
Mandate and constituency	<p>1. What is the organization’s primary purpose for existence?</p> <p>2. What is the organization’s mandate, vision, values, and purpose? (no more than 2 paragraphs)</p> <p>3. Is the organization officially designated to represent any specific constituency or <i>serves a specific group of people or a community?</i> (eg: <i>Youth, Women and Girls, People living with HIV, LGBT+ community, People living with disabilities, Children etc.</i>). <i>Be specific in identifying the target populations. Please indicate how the target groups are involved in the work of the organization.</i></p>	
Areas of Expertise	<p>1. Does the organization have expertise in SRHR? If yes, which ones in particular (BCC, SRHR services, Adolescent youth programs, advocacy, Gender, capacity building/leadership, GBV, etc)?</p>	

	<p>2. What other areas of expertise does the organization have?</p> <p>3. List of the projects undertaken in the country in the last two years related to SRHR?</p> <p>4. Does the organization implement advocacy projects/initiatives in relation to SRHR issues in country?</p> <p>5. Does the organization have a resource mobilization strategy/expertise?</p> <p>6. Does the organization have a communication strategy/expertise?</p>	
Financial Position and Sustainability	<p>1. What was the organization’s total annual revenue in USD in each of the preceding 2 years? Please provide a financial statement for the last 2 years.</p> <p>2. What is the organization’s actual and projected inflow of financial resources for the current year? (approximates);</p> <p>3. Please provide a list of projects with description, duration, location and budget over the past 2 years. (arrange from biggest budget to the lowest).</p>	
Public Transparency	<p>1. Are the following documents publicly available? a. Annual Report; b. Organization’s Executive Leadership and Board members; c. Tax return forms (if applicable in your country); d. Contact information</p> <p>2. How can these documents be accessed? (Pls provide links if web-based)</p>	
Partnership	<p>1. Do you currently, or have you in the past, managed or been involved with a partnership? If yes, provide a list of all partnerships, the list of partners in the partnership, the role in the partnership, and the total financial budgets involved.</p> <p>2. Have you had a formal alliance with other CSOs/NGOs, UN agencies and government agencies in the last year? If yes, please identify and provide details.</p>	

Annex 2: List of supporting documents required to be included in the submission:

- Certificate of registration;
- Constitution/ Regulations/Memorandum of Associations, etc;
- Strategic Plan;
- Annual plans, annual budget and reports for the last two years;
- Human resources, financial and procurement policies/manuals;
- List of projects being implemented currently by thematic area, geographical coverage, donor and budget;
- Organizational structure: governance and staff;
- SRHR Policies;
- Risk management policies/strategies;
- Audit reports for the last two years;
- Board and management composition by sex and profession;
- Evidence of good partnership with stakeholders (government, CBOs, youth-based organizations);