

Call for Expression of Interest

The purpose of the Call for Expression of Interest is to identify eligible Health and Nutrition Institutions (HNI) for prospective partnership with UNICEF Belarus. Eligible Institutions are invited to submit proposals for partnership to support achievement of results for children outlined in the 2016-2020 Country Programme and section 1.3 below.

Organisations that wish to participate in this Call for Expression of Interest are requested to send their submission on-line marked with “HNI Call for Expression of Interest” at the following address: nlukina@unicef.org and cc-ed to naleksandrovich@unicef.org by 20 May, 2019.

Applications must be submitted in English.

Any requests for additional information should be addressed in writing by 15 May, 2019 at the latest to Natallia Aleksandrovich naleksandrovich@unicef.org. UNICEF responses to any queries or clarification requests will be made available to all online <http://unicef.by/vacancies> before the deadline for submission of applications.

Applications will be assessed by an evaluation committee to identify HNIs that have the mandate, capacities and comparative advantage to support achievement of results for children using criteria outlined in section 3 below. It should be noted however that participation to this Call for Expression of Interest does not guarantee the HNI will be ultimately selected for partnership with UNICEF. Selected Institutions will be invited to review and finalise partnership agreements in accordance with criteria outlined in section 3.4 below and applicable policy and procedures on partnership with HNIs.

Applicant HNIs will be informed of the outcome of their submissions by communication sent out to the email/ postal address that is indicated in the HNI submission.

Section 1: Background

1.1 UNICEF mandate	UNICEF is the agency of the United Nations mandated to advocate for the protection of children’s rights, to help meet their basic needs and to expand their opportunities to reach their full potential.
1.2 UNICEF Programme of Cooperation [or Humanitarian Response Plan] in [Country]	In Belarus, the overall goal of the country programme is to support Belarus in closing equity gaps in the realization of children’s rights and applying the principle of the best interests of the child in national policy- and decision-making. The focus will be on the most disadvantaged among young children, children with disabilities, children deprived of parental care, juveniles in conflict and in contact with the law, children and women survivors of violence, and adolescents. http://unicef.by
1.3 Specific results	<p>Within this framework and as set out in UNICEF general outcome 2 “By 2020 all children with disabilities (CWD) and special needs and their families receive adequate quality integrated services” and outcome 1: “By 2020 families’ resilience and coping mechanisms are strengthened and parents know about the importance of the early years”, working with government and other partners, UNICEF will contribute to achieve the following results:</p> <p>1. National system of early childhood intervention system is enhanced with nutrition and feeding age- and disability appropriate services.</p> <p><i>UNICEF Belarus and MOH work in partnership to improve the nutritional status of</i></p>

	<p><i>young children with disabilities attending Early Child Intervention (ECI) centers and those living in baby homes (BHs) outside of permanent family care. This will be achieved by establishing a system of age- and disability appropriate nutrition and feeding strategies and techniques. Additionally, UNICEF Belarus, MOH and a local Technical Advisory Group (TAG) to generate a set of amendments in the national nutrition and feeding standards and guidelines for young children with disabilities and children living in institutional care. The process will be taken to scale and ensure that every child with disability in Belarus is nourished.</i></p> <p>2. % of mothers and fathers of young children (0-6) practicing responsible parenting; Normative framework of home visiting system improved.</p> <p><i>UNICEF Belarus together with MoH aims at increasing the capacity of parents to apply better feeding practices at home. It is, therefore, imperative to transform the nutrition and feeding practices for this highly vulnerable families, due to their child's disability, through sustainable and scalable solutions. The existing national system of ECI in Belarus is well-positioned to be a platform for nutrition and feeding interventions, where ECI specialists build their capacity of parents and where families are empowered to play an active role in providing needed interventions to their children.</i></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"> • Copy of HNI registration in country of origin • Attachment I - Partner Declaration signed by authorised official • Attachment II - HNI Identification and Profile signed by authorised official • Attachment III - Programme Proposal. Each HNI submission may include 1 or more programme proposals, addressing one or more of the expected results outlined in section 1.3 above. However, a maximum of 1 proposal per result area may be submitted by the same HNI, with a maximum of 3 proposals per HNIs applicant. 	
2.1 Indicative timelines	Call for Expression of Interest issue date	30 April, 2019
	Deadline for submissions of HNI proposals	20 May, 2019
	Deadline for requests of additional information/ clarifications	15 May, 2019
	Review of HNI submissions	3 June, 2019
	Notification of results communicated to HNI	11 June, 2019

Section 3: Process and timelines

3.1 Review & evaluation of CSO submissions	<p>HNI submissions are assessed by the Partnership Review Committee in consultation with technical specialists, using criteria outlined in section 3.2 and 3.3 below. Only HNI submissions which comply with the requirements of the eligibility and exclusion criteria will be eligible for further evaluation. Results from the review will be used for purposes of mapping and selection of HNIs in relation to the specific results outlined in section 1.3 above. It should be noted that participation to this Call for Expression of Interest however does not guarantee HNIs will be ultimately selected for a partnership agreement with UNICEF. UNICEF reserves the right to invite selected partners to review and finalise</p>
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	proposals for partnerships in line with criteria outlined in section 3.4 below and in accordance with applicable policy and procedures on partnership with HNIs.						
3.2 Eligibility & exclusion criteria	<ul style="list-style-type: none"> Eligibility criteria: HNI must: <ul style="list-style-type: none"> a) be registered in country of origin; b) not be an entity named on any of the UN Security Council targeted sanction lists. Exclusion criteria HNI submission which: <ul style="list-style-type: none"> a) are not sent to the UNICEF office before the specified deadline; b) do not include all required documents duly completed and signed or do not comply with specifications set in this Call for Expression of Interest; c) are not submitted in English; <p>will be excluded from the selection process.</p>						
3.3 Selection criteria	<p>UNICEF office will review evidence provided by the HNI submission and assess applications based on the following criteria</p> <table border="1"> <tr> <td>Proposal relevance, quality and coherence (60%)</td> <td> <p>Includes review of the proposed programme:</p> <ul style="list-style-type: none"> Relevance of proposal to achieving expected results; Clarity of activities and expected results; Innovative approach; Sustainability of intervention; Adequacy and clarity of proposed budget (including contribution by HNI) </td> </tr> <tr> <td>Institutional capacity and sustainability (30%)</td> <td> <p>Includes a review of the HNI:</p> <ul style="list-style-type: none"> Expertise and experience in the sector/area; Local experience, presence and community relations; Management ability; Experience working with UN/UNICEF </td> </tr> <tr> <td>Other [as defined by Office] (10%).</td> <td> <p>Includes a review of:</p> <ul style="list-style-type: none"> Access/security considerations; Replicability/scalability; Etc. </td> </tr> </table>	Proposal relevance, quality and coherence (60%)	<p>Includes review of the proposed programme:</p> <ul style="list-style-type: none"> Relevance of proposal to achieving expected results; Clarity of activities and expected results; Innovative approach; Sustainability of intervention; Adequacy and clarity of proposed budget (including contribution by HNI) 	Institutional capacity and sustainability (30%)	<p>Includes a review of the HNI:</p> <ul style="list-style-type: none"> Expertise and experience in the sector/area; Local experience, presence and community relations; Management ability; Experience working with UN/UNICEF 	Other [as defined by Office] (10%).	<p>Includes a review of:</p> <ul style="list-style-type: none"> Access/security considerations; Replicability/scalability; Etc.
Proposal relevance, quality and coherence (60%)	<p>Includes review of the proposed programme:</p> <ul style="list-style-type: none"> Relevance of proposal to achieving expected results; Clarity of activities and expected results; Innovative approach; Sustainability of intervention; Adequacy and clarity of proposed budget (including contribution by HNI) 						
Institutional capacity and sustainability (30%)	<p>Includes a review of the HNI:</p> <ul style="list-style-type: none"> Expertise and experience in the sector/area; Local experience, presence and community relations; Management ability; Experience working with UN/UNICEF 						
Other [as defined by Office] (10%).	<p>Includes a review of:</p> <ul style="list-style-type: none"> Access/security considerations; Replicability/scalability; Etc. 						
3.4 Prospective partnership agreement	<p>All applicants will be informed of the outcome of their submissions by communication sent out to the email/ postal address that is indicated in the HNI submission.</p> <p>Applicants whose proposals are assessed as having a specific comparative advantage to achieve results for children outlined in 1.3 above may be invited to jointly review and finalise the partnership agreement based on the following criteria:</p> <ul style="list-style-type: none"> Prioritisation of proposed intervention in line with the work plan; Availability of funding to support proposed intervention; Complementarity or proposed action with ongoing interventions; <p>Upon finalisation at technical level, the proposal for partnership will be submitted to the Representative for review and approval. It should be noted however that the Representative has the final authority to approve or reject any proposed partnership agreement on behalf of UNICEF.</p>						

Attachment I – Partner Declaration (to be completed by HNI Applicant)

The purpose of this declaration is to determine whether a prospective partner is committed to UNICEF values and principles.

Information provided in this form will be used to inform the review and evaluation of HNI submissions as outlined in the Call for Expression of Interest under section 3.

CSO Partner Declaration, Profile and Due Diligence Verification Form (updated July 2018)

Note: The CSO Partner Declaration and Profile is completed by CSOs interested in partnership with UNICEF. It provides the CSO an opportunity to present its values, expertise and experience to UNICEF. This form and associated documents are then reviewed by UNICEF to determine whether a CSO is committed to UNICEF values and principles, and to inform partnership selection.

If the prospective partner is an international NGO (INGO), completion of this document is required if the organization is not listed in the [UNICEF intranet](#). In this case, the UNICEF Country Office requests the prospective INGO partner to have the Partner Declaration and Profile and required documents submitted by its Headquarters.

This form is submitted once at the onset of partnership and is valid up to five years, unless key information changes, in which case the CSO should submit an updated version.

Name of organization:			
Acronym:			
Type of organization (select only one)	<input type="checkbox"/> National NGO (an NGO that is established in only one country) <input type="checkbox"/> Community-based organization (grassroots association) <input type="checkbox"/> Academic institution (a degree conferring institution) <input type="checkbox"/> International NGO (an NGO that has offices in more than one country)		
Head of organization:			
Deputy head of organization:			
Declarations	Yes	No	
1. By answering yes, the organization confirms that it is committed to the core values of the UN, the Convention on the Rights of the Child (CRC), the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and the Convention on the Rights of Persons with Disabilities (CRPD): http://www.unicef.org/crc/ http://www.ohchr.org/EN/ProfessionalInterest/Pages/CEDAW.aspx http://www.un.org/disabilities/documents/convention/convoptprot-e.pdf			
2. By answering yes, the organization confirms that it is a non-profit entity. <i>Attach the statute or constitutional document establishing the entity as a non-profit organization.</i>			
3. By answering yes, the organization confirms that it is legally registered in the country of implementation. <i>Attach official registration in the country of implementation. If the response is no, provide explanation:</i>			

4. By answering yes, the organization confirms that it is committed to prohibiting and combatting fraud and corruption ¹ , sexual exploitation and abuse ² , and child safeguarding violations. Furthermore, the organization confirms that it is committed to promoting the protection and safeguarding of children ³ .		
5. By answering yes, the organization confirms that neither the organization nor any of its members is mentioned on the United Nations Security Council Consolidated Sanctions List , and that the organization has not supported and does not support, directly or indirectly, individuals and entities sanctioned by the Committee or any person involved in any other manner that is prohibited by a resolution of the United Nations Security Council adopted under Chapter VII of the Charter of the United Nations. https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list <i>Attach the list of the organization board members, if applicable.</i>		
6. By answering yes, the organization confirms that it is committed to transparency and accountability. <i>FOR INGOs only: Provide link to publicly available annual reports and/or certified financial statements</i>		

I declare, as an official representative of the above-named organization, that the information provided in this declaration and attached documentation is complete and accurate, and I understand that it is subject to UNICEF verification.

Name of partner _____

Name and title of the duly authorized partner representative _____

Signature _____

Date _____

Section 1. CSO information		
1.1 Contact details	Address	
	Telephone	
	Email	
	Website	

Section 2. CSO expertise and experience in the sector area	
2.1 CSO mandate, sector area and geographic coverage	Outline the organization's mandate, field of work and geographic coverage
2.2 Available expertise and specialists	Outline the distinctive technical capacity of the organization in the sector area

¹ In line with provisions of [CF/EXD/2013-008](#) "Policy Prohibiting and Combatting Fraud and Corruption"
² In line with provisions of [ST/SGB/2003/13](#) entitled "Special Measures for Protection from Sexual Exploitation and Sexual Abuse"
³ in line with provisions of [CF/EXD/2016-006](#) "Policy on Conduct Promoting the Protection and Safeguarding of Children"

Section 2. CSO expertise and experience in the sector area	
2.3 Key results achieved over the past 5 years	Outline of key results achieved in sector area in recent years, including any recognition received at local / global level for the work in the sector area

Section 3. Local experience, presence and community relations	
3.1 Ongoing programmes in sector area	Outline of type / scope of ongoing programmes in the sector area
3.2 Knowledge of the local context	Outline of presence and community relations in the proposed programme location(s)
3.3 Existing networks	Outline of ongoing collaborations with national institutions and local communities in the sector area

Section 4. Management ability		
4.1 Annual budget	Size of annual budget (previous year, USD)	
	Source of core funds or income	
	Main funding partners/donors	
4.2 Core staff	Outline of number and key functions of core organization staff	
4.3 Any other information demonstrating financial capacity	E.g. results of previous capacity assessments if available (such as the micro assessment)	

Section 5. Experience working with UN / UNICEF				
Programme/project title	Total budget (USD)	Funding UN agency	Year end	Key results achieved
1.				
2.				
3.				

FOR UNICEF OFFICE USE ONLY			
<p>This form is to be completed by the PRC Chair; or delegated by the PRC Chair to the PRC Secretary or another appropriate UNICEF employee. For INGOs, send the completed form and accompanying documents to: csp@unicef.org</p>			
Name of organization			
Due diligence verification	Yes	No	Comment if applicable
1. Organization status confirmed as non-profit <i>Check the statute or constitutional document. If the organization is not</i>	<input type="checkbox"/>	<input type="checkbox"/>	

<i>non-profit the CSO Procedure does not apply.</i>			
2. Organization values/mandate in line with UNICEF mandate and principles <i>Check the statute or constitutional document.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Organization is registered in country of implementation <i>Check the official registration document.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Organization, its head, deputy head and board members are not included in the UN Security Council Consolidated Sanctions List	<input type="checkbox"/>	<input type="checkbox"/>	Provide details of name(s) listed in the UN Security Council Consolidated Sanctions List :
5. No apparent impropriety that poses a reputational risk to the UN has been identified in regard to fraud and corruption ⁴ , sexual exploitation and abuse ⁵ , child safeguarding violations ⁶ , or other misconduct <i>Check media reports, internet and other information sources.</i>	<input type="checkbox"/>	<input type="checkbox"/>	Provide details and information source if reputational risk was identified:
6. <i>For INGOs only.</i> Organization meets minimum standards of transparency	<input type="checkbox"/>	<input type="checkbox"/>	
<p>By signing this form, I certify that the prospective CSO partner has undergone due diligence verification and is eligible for implementing partnership with UNICEF.</p> <p>Name: Signature:</p> <p>Title: Date:</p>			

⁴ In line with provisions of [CF/EXD/2013-008](#) "Policy Prohibiting and Combatting Fraud and Corruption"

⁵ In line with provisions of [ST/SGB/2003/13](#) entitled "Special Measures for Protection from Sexual Exploitation and Sexual Abuse"

⁶ in line with provisions of [CF/EXD/2016-006](#) "Policy on Conduct and Promoting the Protection and Safeguarding of Children"

Attachment II – HNI Identification Profile (to be completed by HNI Applicant)

The purpose of this profile is to provide key contact references to UNICEF Belarus in relation to their mandate, field of work, technical and managerial capacities and comparative advantage in relation to the proposed programme(s).

Information provided in this form will be used to inform the review and evaluation of HNI submissions as outlined in the Call for Expression of Interest under section 3.

Section 1. CSO information		
1.1 Organization information	Organization Name	
	Acronym	
	Category of HNI ⁷	
	Address	
	Registration number	(copy of registration to be attached)
	Telephone	
	Website	
1.2 Head of Organisation	Name, Surname	
	Function	
	Email	
	Telephone	
1.3 Contact person (if different from 1.2)	Name, Surname	
	Function	
	Email	
	Telephone	
1.4 Programme Proposal title(s) submitted with Application	<ul style="list-style-type: none"> 	

Section 2. ARI expertise and experience in the sector area	
2.1 CSO mandate, sector area and geographic coverage	<i>Outline the organisation's mandate, field of work and geographic coverage</i>
2.2 Available expertise and specialists	<i>Outline the distinctive technical capacity of the organisation in the sector area</i>
2.3 Key results achieved over the past 5 years	<i>Outline of key results achieved in sector area in recent years, including any recognition received at local / global level for the work in the sector area</i>

⁷ Choose between: National NGO (NGO); International NGO (INGO); Academic Institution; Community Based Organisation (CBO); Foundation; Other (please specify).

Section 3. Local experience, presence and community relations	
3.1 Ongoing programmes in sector area	<i>Outline of type / scope of ongoing programmes in the sector area</i>
3.2 Knowledge of the local context	<i>Outline of presence and community relations in the proposed programme location(s)</i>
3.3 Existing networks	<i>Outline of ongoing collaborations with national institutions and local communities in the sector area</i>

Section 4. Management Ability	
4.1 Annual budget	Size of annual budget (previous year, USD)
	Source of core funds or income
	Main funding partners/donors
4.2 Core staff	<i>Outline of number and key functions of core organisation staff</i>
4.3 Any other information demonstrating financial capacity	<i>E.g. results of previous capacity assessments if available (such as the micro assessment)</i>

Section 5. Experience of working with UN/ UNICEF				
Programme/project title	Total budget (USD)	Funding UN agency	Year end	Key results achieved
1.				
2.				
3.				

Attachment III – Programme Proposal (to be completed by HNI Applicant)

The purpose of this proposal is to provide an outline of the proposed intervention for which the HNI is proposing to partner with UNICEF. A separate form should be filled for each programme proposal submitted.

Information provided in this form will be used to inform the review and evaluation of HNI submissions as outlined in the Call for Expression of Interest under section 3.

Section 1. Proposal overview			
1.1 Programme title			
1.2 Results to which the programme contributes	<i>Refer to Section 1.3 of the Call for Expression of Interest</i>		
1.3 Programme duration	<i>Number of months, From MM/YYYY to MM/YYYY</i>		
1.4 Geographical coverage	<i>State/ province, etc.</i>		
1.5 Population focus	<i>Number of beneficiaries / groups</i>		
1.6 Programme Budget	From HNI		%
	From UNICEF		%
	Total		

Section 2. Programme description	
2.1 Rationale/ justification <i>(3 to 5 paragraphs; max 400 words)</i>	<p><i>“Why” this programme</i> <i>This section outlines the problem statement, the context and the rationale for the Programme,:</i></p> <ul style="list-style-type: none"> <i>Overview of the existing problem, using data (disaggregated) from existing reports; who is affected and what are the barriers/bottlenecks to outcomes for children?</i> <i>How the problem is linked to national priorities and policies;</i> <i>The relevance of the Programme in addressing problem identified.</i>
2.2 Expected results <i>(No narrative required)</i>	<p><i>“What” this programme will achieve</i> <i>The table below defines the programme results framework (results and their link to results defined in the country programme and/or humanitarian response plan; specific indicators, baselines, targets and MOV for each programme output).</i></p>

Result statement	Performance indicator/s	Baseline	Target	Means of Verification ⁸
Corresponding result from Country programme/	- Xxx - Xxx			

⁸ The specific sources from which the status of each of the performance indicators can be ascertained. If any data source is a survey or a study which the implementing partner is planning to conduct for this programme, this should be planned and budgeted for in section 3 below (programme workplan and budget).

Result statement	Performance indicator/s	Baseline	Target	Means of Verification ⁸
Humanitarian Response Plan ⁹				
Programme Output 1 <i>Service or product resulting from the programme</i>	<i>List each indicator in a separate line</i>			
Programme Output 2				
Programme Output 3				

2.3 Gender, Equity and Sustainability <i>(3 paragraphs; max 250 words)</i>	<i>“How” this programme takes into account gender, equity and sustainability This section briefly mentions the practical measures taken in the programme to address gender, equity and sustainability considerations.</i>
2.4 Partner’s contribution <i>(1 paragraph; max 100 words)</i>	<i>This section briefly outlines the partner specific contribution to the programme (monetary or in-kind)</i>
2.5 Other partners involved <i>(1 paragraph; max 100 words)</i>	<i>“With whom” will this programme works in partnership This section outlines other partners who have a role in programme implementation, including other organisation providing technical and financial support for the programme.</i>
2.6 Additional documentation <i>(1 paragraph; max 100 words)</i>	<i>Additional documentation can be mentioned here for reference.</i>

⁹ Refer to Section 1.3 of the Call for Expression of Interest. If the programme contributes to more than one result, each should be identified in a separate line, with programme outputs listed below each corresponding result..