Date: 03 July 2015

REQUEST FOR QUOTATION

RFQ Nº UNFPA /RFQ\_EECARO/2015/04

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Creation of a Model**

**for Leveraging operations for UNFPA in Eastern Europe and Central Asia (EECA)”**

UNFPA requires the provision of services, which is the creation of the full toolkit for the Resource Mobilization Component of the UNFPA EECA Regional Programme, as per the below technical characteristics:

* ***Part 1 of the Model***
* Map the different initiatives globally and find interesting and relevant case studies regarding leveraging operations or parallel funding mechanisms
* In depth interviews with staff from EECA Regional Office (RO), selected Country Offices (CO) and UNFPA Head Quarters (especially staff from Resource Mobilization Branch) to ensure we can record the institutional memory
* In depths interviews with staff from other UN agencies
* Analyze and Understand the key factor of successes for such RM activity
* ***Part 2 of the Model***
* Creation of the model for leveraging operations: Such model will include the criteria for an operation to be considered as a leveraged one (when can we say that UNFPA has played the role of enabler and can be attributed part of the results?)
* ***Part 3 of the Model***
* Preparation of the document that provide clear guidance to CO and RO staffs on how they can account for and report on such leveraging operations (terminology to be used, amount to be recorded as mobilized, partial attribution of results, etc)

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver in the country, or through an authorized representative.

1. **About UNFPA**

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](http://www.unfpa.org/about-us)

To read more about UNFPA Eastern Europe and Cetral Asia Regional Office, please go to: <http://eeca.unfpa.org/>

**II –Terms of Reference (ToR)**

Please see the Annex II of the document

1. **Questions**

Questions or requests for further clarifications should be submitted in writing to the contact person below:

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Ms. Nazli Moral Uydu* |
| Tel Nº: | *+90 212 705 36 67* |
| Email address of contact person: | [*moral@unfpa.org*](mailto:moral@unfpa.org) |

The deadline for submission of questions is **Friday, July 17th 2015 at 17:00, Istanbul time (UCT+02:00)**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

1. **Content of quotations**

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

1. Technical proposal, in response to the requirements outlined in the Terms of Reference.
2. Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the quotation must be signed by the bidding company’s relevant authority and submitted in PDF format.

1. **Instructions for submission**

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below no later than **: Monday, July 27th 2015 at 14:00** Istanbul time (UCT+02:00)

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Ms. Nazli Moral Uydu* |
| Email address of contact person: | [*eecaro.procurement@unfpa.org*](mailto:eecaro.procurement@unfpa.org) |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº UNFPA /RFQ\_EECARO/2015/04 – “Creation of a Model for leveraging operations for UNFPA in Eastern Europe and Central Asia (EECA)”. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
* The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

1. **Overview of Evaluation Process**

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

Technical proposals will be evaluated on the basis of its responsiveness to the Terms of Reference shown in Annex II and the Technical Evaluation Criteria shown in the Annex III. The maximum number of points of the technical evaluation is 100 points.

The price quotes will only be evaluated if the technical proposal achieves a minimum of 70 points (passing score) from the Technical Proposal Evaluation. Proposals failing to obtain this minimum threshold will not be eligible for further consideration.

Among the technically compliant proposals, the best price quote offered will be selected as the contractor.

1. **Award Criteria**

UNFPA shall award a Professional Service Contract on a fixed-cost basis with duration of 5 (five) months to the lowest-priced technically compliant offer.

1. **Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

1. **Payment Terms**

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s Policy regarding fraud and corruption is available here: [Fraud Policy](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Audit and Investigation Services of UNFPA as well as with any other oversight entity authorized by the Executive Director of UNFPA and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the contract, and to debar and remove the supplier from UNFPA’s list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](http://web2.unfpa.org/help/hotline.cfm).

1. **Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA EECARO Regional Director at [laakkonnen@unfpa.org](mailto:laakkonnen@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA EECARO Regional Director, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

1. **Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | RFQ\_EECARO/2015/04 |
| **Currency of quotation:** | USD |
| **Delivery charges based on the following 2010 Incoterm:** | Choose an item. |
| **Validity of quotation:**  *(The quotation shall be valid for a period of at least 3 months after the submission deadline.)* |  |

* Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Example Price Schedule below: *[Delete after properly completing the Price Schedule, also develop excel version]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item ( Expected Deliverables ) | | Description | | Total (USD) |
|  | | | | |
| **Part 1- Best practices compendium, including key factor of success** | \* Map the different initiatives globally and find interesting and relevant case studies regarding leveraging operations or parallel funding mechanisms \* In depth interviews with staff from EECA Regional Office (RO), selected Country Offices (CO) and UNFPA Head Quarters (especially staff from Resource Mobilization Branch) to ensure we can record the institutional memory \* In depths interviews with staff from other UN agencies  \* Analyze and Understand the key factor of successes for such RM activity | |  | |
| **Part 2 - Model for leveraging operations** | \* Creation of the model for leveraging operations: Such model will include the criteria for an operation to be considered as a leveraged one | |  | |
| **Part 3- Practical guidance booklet on leveraging operations (including reporting elements)** | \* Preparation of the document that provide clear guidance to CO and RO staffs on how they can account for and report on such leveraging operations (terminology to be used, amount to be recorded as mobilized, partial attribution of results, etc) | |  | |
| ***Total Contract Price*** |  | | $ | |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ\_EECARO/2015/04 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

|  |  |  |
| --- | --- | --- |
|  | Click here to enter a date. |  |
| Name and title | Date and place | |

**ANNEX I:**

**General Conditions of Contracts:**

**De Minimis Contracts**

This Request for Quotation is subject to UNFPA’s General Conditions of Contract: De Minimis Contracts, which are available in: [English,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)

**ANNEX II:**

**Terms of Reference**



**Terms of Reference (ToR)**

**for the creation of a model**

**for leveraging operations for UNFPA in Europe and Central Asia**

Agency: United Nations Population Fund (UNFPA), Eastern Europe and Central Asia Regional Office (EECARO)

Position: Contractor on Resources Mobilization (RM)

Duty Station: RO in Istanbul

Starting Date: August 1st to December 31st, 2015

Type of Contract: Short term consultancy

**CONTEXT**

The Eastern Europe and Central Asia Region (EECAR) is very diverse in terms of economic prosperity and wellfare, social development, health care as well as cultural and religious background. There are still a few developing countries receiving full technical and financial assistance, but most of them are now categorized as middle income countries graduating from assistance, some of them already on their way towards emerging donorship.

The aid environment has changed drastically over the last few years. Most of the bilateral donors are scaling down their aid programs and it becomes harder and harder to mobilize resources from traditional sources (see the graph below on Oversea Development Assistance (ODA) from Development Assisstance Committee (DAC) countries). Hence, there is a need to find new and innovative ways to mobilize resources for UNFPA programs in the region.



UNFPA relies only on voluntary contribution. UNFPA receives resources in two ways: regular and other (non-core) resources. The former is the core financing for the organization, while the latter is intended to be used for particular projects or programmes. UNFPA has historically received the majority of its financing from regular resources, although the share of other resources has increased in recent years, reaching 54 per cent in 2012 (up from an average of 43 per cent over the preceding five years). If the experience of other UN agencies such as UNDP and UNICEF is any guide, this trend is likely to continue, so it is important that the organization analyze the consequences and be prepared for them (Annex 4 (funding arrangements) of the Strategic Plan 2014 – 2017).

The core resources are provided by donors (mostly bilateral ones) as an unrestricted contribution to the organization. It is then at the discretion of our Headquarters to allocate these funding. Even though the amount of core resources mobilized remain stable, the new Resource Allocation System of the UNFPA Strategic Plan 2014 – 2017 refocuses the attention of the organization on the Least Developed Countries where UNFPA can deliver the greatest impact. Thus, this means that the allocation of core resources in MICs (Middle Income Countries) will substantially decrease in the near future.

The other or non-core resources are provided by donors and are restricted to a specific project, thematic or geographic location. A wide range of donors partner with UNFPA globally. They can be split in the following categories;

1. Traditional bilateral donors (DAC countries)
2. Other government donors, including host governments from our program countries
3. Multilateral organizations (Global Fund, WorldBank, etc)
4. Private Sector (for-profit businesses, philanthropic and corporate foundations, private individuals)

As already noted, the ODA of traditional bilateral donors in the region has dramatically reduced over the last few years (see graph above). Hence, it becomes primordial for UNFPA to think out-of-the-box and find new and innovative ways of mobilizing resources for our issues in the region.

The core and non-core resources are the funds mobilized by UNFPA for the organization, meaning to say that these funds are deposited in a UNFPA bank account and spend by UNFPA. These are the funds accounted for by the organization and on which we report on (most of UNFPA reporting structure is still very much based on expenditure even though it is slowly changing to be based on results more than on expenditure).

Nevertheless, an important component of the work being done at country level concerns the funds that are mobilized for our issues of concern (Sexual Reproductive Health (SRH) ,Youth, Gender or Population Dynamics) but are not always deposited in UNFPA accounts. Funds are thus mobilized and leveraged, ensuring they help UNFPA achieve its outcomes but they are not spent by UNFPA. It could be for example that a host government open a new budget line for SRH services or that one of our Implementing partners receive funds from the EU for a Gender Based Violence (GBV) program.

This is what we call a “leveraging operation” or a “parallel funding mechanism”.

* There is no detailed nor official definition for the so-called “Parallel Funding Mechanisms” & “Funds Leveraging Operations”. Since the UN agencies becomes more and more enablers (rather than recipient of donors funds) and look at creating inclusive environment systems to achieve their missions, clearly defining these funding mechanisms would be key for reporting and impact evaluations.
* Such mechanisms contribute to the achievement of the mission of UNFPA in the countries where it operates, but it’s not always well taken into account in the monitoring and evaluation reports. Similarly, UNFPA staff could beneficiate from having a better understanding and knowledge of such mechanisms to better leverage funds.
* Such mechanisms refer to situations where the UN Agency (in this case UNFPA) does not directly receive any money to implement the projects but act as a partnership broker/convener to enable projects to take place that would contribute to achieving results in line with the mission of that Agency. Funders may be recipient governments, bilateral & multilateral donors, philanthropists, foundations, private sector organizations etc.

**OBJECTIVES**

The primary objective of the consultancy is to provide Eastern Europe and Central Asia Country Offices (COs) and the Regional Office (RO) with a model and practical guidelines for them to account for and report on leveraging operations.

The main objectives for UNFPA will be:

1. To determine very precise criteria in order to clearly define Leveraging Operations financing mechanisms
2. To enable UNFPA officers to rely on a clear definition of Leveraging Operations mechanisms to ease the reporting process and showcase the fact that UNFPA is achieving its mission not only by funding projects directly but also via acting as an partnership broker/ enabler/convener
3. To improve the impact evaluation of such mechanisms and of UNFPA’s activities.
4. To improve the knowledge of UNFPA Resource mobilization officers worldwide and familiarize them with such mechanisms so they become mainstream

**EXPECTED TASKS**

The Contractor will be responsible for the creation of the full toolkit (from its inception to its production). The tasks include the following:

* ***Part 1***
* Map the different initiatives globally and find interesting and relevant case studies regarding leveraging operations or parallel funding mechanisms
* In depth interviews with staff from EECA Regional Office (especially the Regional Resource Mobilization Adviser), from selected COs and NYHQ (especially staff from Resource Mobilization Branch) to ensure we can record the institutional memory
* In depths interviews with staff from other UN agencies (especially UNDP but also other agencies as deemed relevant by the contractor)
* Understand the key factor of successes for such RM activity
* ***Part 2***
* Creation of the model for leveraging operations
* Such model will include the criteria for an operation to be considered as a leveraged one (when can we say that UNFPA has played the role of enabler and can be attributed part of the results?)
* ***Part 3***
* Clear guidance provided to CO and RO staffs on how they can account for and report on such leveraging operations (terminology to be used, amount to be recorded as mobilized, partial attribution of results, etc)

**EXPECTED DELIVERABLES**

* Part 1
* Best practices compendium, including key factor of success
* Part 2
* Model for leveraging operations
* Part 3
* Practical guidance booklet on leveraging operations (including reporting elements)

**Modality of interaction between UNFPA and the Contractor**

In order to complete the tasks described above, the Contractor will be provided with the following additional support:

* Access to relevant internal information including
  + Up to date HQ high-level strategy on resource mobilization and partnerships
* Communicating Counterparts in other UN agencies and possibly external parties

**DURATION OF CONSULTANCY**

The part 1, 2 and 3 of the consultancy project will be completed over the period starting on 1st of August and finishing on 31st of December 2015.

Depending on the internal complexities and responsiveness from key counterparts, it might however take longer or require additional support for alignment and fine-tuning after the initial proposal is developed. In this case the Contractor will inform Mr. Karen Daduryan, UNFPA EECARO Deputy Regional Director about possible delays in the project. Deliverables will be approved by UNFPA EECA RO.

**BUDGET**

The lump sum remuneration for this consultancy will cover the cost of work indicated in this TOR (Part 1, 2 and 3).

The payment will be divided in three equal installments upon submission of deliverables.

The 1st installment will be done after submission and approval of deliverables on part 1.

The 2nd installment will be done after submission and approval of deliverables on part 2.

The 3rd installment will be done after submission and approval of deliverables on part 3.

The costs of the consultancy will be covered from 2015 Resource Mobilization Work Plan of UNFPA EECA, Regional Programme funds.

**ANNEX III:**

**Technical Evaluation Criteria**

The technical bid should be concisely presented and structured in the following order to include, but not necessarily be limited to the following information listed below.

|  | Criteria | Maximum Points |
| --- | --- | --- |
| (a) | Technical approach, methodology and level of understanding of the objectives of the Terms of Reference | 20 |
| (b) | Work plan/time scales given in the proposal and its adequacy to meet the Terms of Reference objectives | 20 |
| (c) | Prior experience of handling projects of this nature (examples of similar services provided, experience working with United Nations Agencies references, etc.) | 20 |
| (d) | Professional experience of the staff that will be involved to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.) | 20 |
| (e) | Profile of the company and relevance to the Terms of Reference. | 20 |
|  | **GRAND TOTAL ALL CRITERIA** | **100** |

The technical bids will be evaluated based on the above requested information. Failing to provide information or answers to any of the items above will result in a zero points. The price quotes will only be evaluated if the technical proposal achieves a minimum of 70 points (passing score) from the Technical Proposal Evaluation. Proposals failing to obtain this minimum threshold will not be eligible for further consideration.