20 August 2015

REQUEST FOR PROPOSAL (RFP)
RFP Number UNFPA/BKK/RFP/15/001
For the establishment of:
CONTRACT FOR PROFESSIONAL SERVICES
In regards to:
PROVISION OF SERVICES TO STRENGTHEN REGIONAL AND NATIONAL CAPACITIES TO IMPLEMENT NATIONAL PREVALENCE STUDIES ON VIOLENCE AGAINST WOMEN IN ASIA AND THE PACIFIC

LETTER OF INVITATION

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency, is seeking qualified Bids for the provision of services to strengthen regional and national capacities to implement national prevalence studies on violence against women in Asia and the Pacific, your company is hereby invited to submit your best Technical and Financial Bids for the requested services. Your Bid could form the basis for a contract for professional services (CPS) between your company and UNFPA.

2. To enable your company to submit a Bid, please read the following attached documents carefully:

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3. The Bid process will be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid separately from their Financial Bid containing price information. Specific instructions for the submission can be found Section I – Instructions to Bidders, clause 20 Submission, Sealing and Marking of Bids.

4. Bidders are requested to carefully read Section I – Instructions to Bidders, clause 20 Submission, Sealing and Marking of Bids, where detailed instructions of the submission process are provided. It is the Bidder’s responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid’s misplacement or premature opening nor guarantee the
confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.

All Bids comprising of Technical and Financial parts should reach the below and corresponding addresses no later than **Monday, 21 September 2015 at 15:00 hours Bangkok time**

a. If you choose to submit your Bid in hard copy, your Technical Bid and Financial Bid should be submitted in separate, sealed envelopes in accordance to clause 20.4 Submission of hard copy Bids, and should reach the following address:

**United Nations Population Fund**  
**Asia and the Pacific Regional Office in Bangkok**  
**12th Floor, Block B, UN Secretariat Building**  
**Rajdamnern Nok Avenue, Bangkok 10200, Thailand**

b. If you choose to submit your Bid electronically, your Technical Bid and Financial Bid should be submitted in separate emails in accordance to clause 20.3. Submission of electronic Bids, should reach the email inbox of procurement.apro@unfpa.org. Do not submit Bid documents to any other email address, sending the Bid to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.

5. Bids received after the stipulated date and time will be rejected.

6. Bidders are asked to acknowledge receipt of this RFP using the Bid Confirmation Form SECTION VI – ANNEX A: BID CONFIRMATION FORM. A completed Form should be e-mailed to: Nantiya Tipmanee, Administrative Associate, e-mail tipmanee@unfpa.org no later than **Monday, 7 September 2015** and indicate whether or not a Bid shall be submitted. Bidders that will not submit a Bid are kindly asked to indicate the reason(s) for not bidding on the Bid Confirmation Form to help UNFPA improve its future Bid exercises.

7. Any questions relating to the Bid process and/or to the attached documents shall be sent to: Nantiya Tipmanee, Administrative Associate at email: tipmanee@unfpa.org.

   Responses to all questions received will be handled in accordance to the instructions included in Section I - Instructions to Bidders, clause 8 Clarifications of solicitation documents. Do not submit a Bid to this contact, or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bid process.

8. UNFPA posts all Bids notices, clarifications and results in the United Nations Global Marketplace; hence, we strongly encourage Bidders to register on UNGM. The UNGM is the procurement portal of the United Nations system. By registering on UNGM, suppliers become part of the database that UN buyers use when searching for suppliers. The link describes the registration process: [https://www.ungm.org/Public/Pages/RegistrationProcess](https://www.ungm.org/Public/Pages/RegistrationProcess)

   Suppliers can also access all UN Bids online and, by subscribing to the Tender Alert Service, suppliers can be automatically notified via email of all UN business opportunities that match the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for suppliers.
9. UNFPA looks forward to receiving your Bid and thanks you in advance for your interest in UNFPA procurement opportunities.

10. This letter is not to be construed in any way as an offer to contract with your company/institution.

Yours sincerely,

Kamila Abduallaeva
International Operations Manager
UNFPA Asia and the Pacific Regional Office in Bangkok
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SECTI0N I: INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

1. General
   1.1. UNFPA’s Procurement Services Branch wishes to establish a contract for professional services with a qualified supplier(s) for the provision of development of training curriculum and delivery of pilot training on collection of data on violence against women in Asia and the Pacific.
   1.2. As a result of this competitive Bid process, UNFPA plans to sign a Contract for Professional Services with a single supplier.
   1.3. In the event of UNFPA signing a contract the following shall apply:
       1.3.1. The successful Bidder(s) shall accord the same terms and conditions to any other organization with the United Nations Systems;
       1.3.2. The contract template specified in SECTION VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES, shall be used.

2. Eligible Bidders
   2.1. This Bidding process is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver services in the country, or through an authorized representative.
   2.2. Bidders and all parties constituting the Bidder may hold any nationality.
   2.3. Bidders must not have a conflict of interest in order to be considered eligible. Bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:
       2.3.1. Are, or have been associated in the past, with a company or any of its affiliates that have been engaged by UNFPA to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods and/or services to be purchased under this Bid.
       2.3.2. Submit more than one Bid in this Bidding process, except for alternative Bids permitted under instructions to Bidders clause 19. However, this does not limit the participation of subcontractors in more than one Bid.
       2.3.3. Any Bidder that is uncertain as to whether the situation it is in constitutes a conflict of interest must disclose the situation to UNFPA and seek UNFPA’s guidance.
       2.3.4. The following information must be disclosed in the Bid:
           2.3.4.1. Bidding entities whose owners, part-owners, officers, directors, controlling shareholders, or key personnel are immediate family of UNFPA staff involved in procurement functions and/or of any government official of the beneficiary country and/or of any Implementing Partner (IP) receiving the goods and/or services under this RFP; and
           2.3.4.2. Any other situation that could potentially lead to actual or perceived conflict of interest, collusion, or unfair competition practices.
2.3.4.3. Failure to disclose the information above may result in rejection or disqualification of the Bid or of the award resulting of the Bid process.

2.4. Bidders under declaration of ineligibility by UNFPA in accordance with clause 2 at the time of contract award will be disqualified. Bidders are not eligible to submit a Bid if at the time of Bid submission they are:
2.4.1. Listed as suspended or removed by the United Nations Procurement Division (UNPD);
2.4.2. Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on United Nations Global Marketplace (UNGM) as a result of having committed fraudulent activities;
2.4.3. Included on the UN 1267 list issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
2.4.4. Debarred by the World Bank Group in accordance with the WB Listing of Ineligible Firms & Individuals and the WB Corporate Procurement Listing of Non-Responsible Vendors.

2.5. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on UN Supplier Code of Conduct.

2.6. Accordingly, any company that is found to have undertaken unethical, unprofessional, or fraudulent activities, as defined in clause 4, will be temporarily suspended or permanently debarred from business relations with UNFPA.

2.7. Bids may be submitted by a Joint Venture (JV). In the case of a JV:
2.7.1. The completed Joint Venture Partner Information Form (Annex G Joint Venture Partner Information Form) must be included with the Bid; and
2.7.2. All parties to the JV shall be jointly and severally liable; and
2.7.3. The JV must nominate a Representative, who will have the authority to conduct all businesses for and on behalf of all parties of the JV during the Bidding process, and, if the JV is awarded a contract, during the validity of the contract.

3. Cost of Bid
3.1. Bidder will bear all costs associated with the preparation and submission of the Bid(s), and the procuring UN entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bid.

4. Fraud and Corruption
4.1. UNFPA’s Policy regarding fraud and corruption is available by clicking on Fraud Policy and applies fully to this Bid. Submission of any Bid implies that the Bidder is aware of this Policy.
4.2. UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. To this effect, UNFPA has developed an Anti-Fraud Policy with the aim to raise awareness of fraud risks, implement controls to prevent fraud, and establish a procedure to detect fraud and to enforce the Policy.
4.3. UNFPA requires that Bidders, suppliers, and contractors and their subcontractors observe the highest standards of ethics during the procurement and execution of UNFPA contracts.
4.4. Pursuant to this Policy, UNFPA defines the terms set forth as follows:
4.4.1. “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

4.4.2. “Fraudulent practice” means any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit, or to avoid an obligation;

4.4.3. “Collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;

4.4.4. “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

4.4.5. “Obstructive practice” means acts intended to materially impede the exercise of UNFPA’s contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to a UNFPA investigation into allegations of fraud and corruption.

4.4.6. “Unethical practice” means conduct or behavior that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, post-employment provisions, abuse of authority and harassment.

4.5. UNFPA will reject to award a contract if it determines that a Bidder recommended for award has engaged in corrupt, fraudulent, collusive, coercive, obstructive or unethical practices while competing for the contract in question;

4.6. UNFPA will declare a supplier ineligible, either indefinitely or for a stated period of time, to be awarded a UNFPA contract/agreement if at any time it determines that the supplier has engaged in any corrupt, fraudulent, collusive, coercive, obstructive or unethical practices in competing for, or in executing, a UNFPA contract/agreement.

4.7. Any supplier participating in UNFPA’s procurement activities must provide all required documents, records, and other elements to UNFPA personnel upon first request to facilitate any investigation of allegations of misconduct by either suppliers or any other party to the procurement activities. The absence of such cooperation may be sufficient grounds for the debarment of the supplier from the UNFPA supplier roster and may lead to suspension following review by UNFPA.

4.8. Suppliers, their subsidiaries, agents, intermediaries, and principals must cooperate with UNFPA’s Office of Internal Audit and Investigation Services (OIAS), as well as with any other investigations authorized by the Executive Director and with the UNFPA Ethics Officer 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 supplier and submission of all requested documents, 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.

4.9. A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at UNFPA Investigation Hotline.

5. Zero Tolerance

5.1. UNFPA has adopted a zero tolerance policy on gifts and hospitality. Bidders are therefore requested not to send gifts or offer hospitality to UNFPA personnel. If interested on reading further on this policy, please select Zero Tolerance Policy.
6. Disclaimer
6.1. Should any of the links malfunction or are inaccessible for any reason in this Request for Proposal or any of its Annexes, suppliers can contact the Procurement Official referenced below in clause 8 and request for them to share a PDF version of such document(s).

B. SOLICITATION DOCUMENTS

7. UNFPA Bidding document
7.1. This RFP document is posted on United Nations Global Marketplace (UNGM).
7.2. Bidding documents consists of the following:

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<td>Annex A:</td>
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7.3. Bidders are expected to examine all instructions, forms, Terms of Reference, terms and conditions contained within this Bid document. Failure to comply with these documents shall be at the Bidder’s risk and may affect the evaluation of the Bid or result in the rejection of the Bid.

7.4. Bidders are cautioned to read Section II – Terms of Reference, as there may be special requirements. The requirements presented herein are not to be construed as defining a particular service provider’s service. Bidders are encouraged to advise UNFPA if they disagree.

7.5. The requirements included in this document are the minimum requirements of the services solicited. Services offered in the Bid must meet or exceed all requirements herein.

8. Clarifications of Bidding document
8.1. Bidders requiring clarification to the Bid process and/or to the Bid documents may be addressed in writing to:

Ms. Nantiya Tipmanee, Administrative Associate, e-mail address tipmanee@unfpa.org
Bidders should NOT submit any Bid to this contact or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bidding process.
Bidders may request clarifications no later than Thursday, 20 August 2015 at 15:00 hours Bangkok time.

8.2. UNFPA will respond in writing to any requests for clarification received prior to the deadline and will circulate the answers (including an explanation of the requests without identifying the sources) to all prospective Bidders that have received the Bid documents. A copy of the questions and UNFPA’s answers will also be posted on UNGM, (www.ungm.org).

8.3. UNFPA will respond to requests for clarifications as soon as possible. However, delays in UNFPA’s response will not oblige UNFPA to extend the Bid submission deadline. UNFPA may extend the deadline in specific cases UNFPA deems justified and necessary.

9. Amendments to Bidding documents
9.1. At any time prior to the Bid submission deadline, UNFPA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding documents by issuing an amendment.

9.2. UNFPA shall post all amendments under the original notice on UNGM. All prospective Bidders that have received the Bidding documents shall periodically check if amendments have been posted to the bidding documents on UNGM.

9.3. To give prospective Bidders reasonable time to take the amendments into account, UNFPA may, at its discretion, extend the Bid submission deadline.

C. PREPARATION OF BIDS

10. Language of the Bid
10.1. Bid documents and all related correspondence will be written in English.

10.2. Any printed literature furnished by a prospective Bidder written in a language other than the language indicated must be accompanied by a translation in the preferred language indicated above. For the purpose of interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language indicated above shall govern. The sole responsibility for translation and the accuracy thereof shall rest with the Bidder.

11. Bid currency and prices
11.1. All prices shall be in US dollars (USD) or any other convertible currency.

11.2. The Bidder shall indicate on the Price Schedule Form in accordance to SECTION VI – ANNEX F: PRICE SCHEDULE FORM the unit of measure, the unit price and total Bid price of the goods and/or services (where applicable) it proposes to supply under the contract.

12. Conversion to single currency
12.1. To facilitate evaluation and comparison, the procurement official will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices are payable to USD at the UN Operational Rate of Exchange (UNORE) on the last day for submission of Bids.

13. Most favored pricing
13.1. By submitting a Bid, the Bidder certifies that the same services have not been offered to other customers under similar circumstances at a lower cost. Should a Bidder be found to have done so, it must offer the lower cost to UNFPA.
14. Validity of Bids
14.1. Bids must remain valid for 120 days after the Bid submission deadline. UNFPA will consider Bids with shorter validity as not substantially responsive and reject them. Under special circumstances, UNFPA may request Bidders to extend the validity of their Bids. Requests for validity extension will be made in writing.

15. Bidders’ conference (9)
15.1. A Bidders’ conference may be conducted at UNFPA’s discretion. All Bidders will be encouraged to attend. Non-attendance, however, will not result in disqualification of an interested Bidder. Minutes of the Bidders’ conference will be either posted on UNGM or e-mailed to the Bidders that have confirmed participation or expressed interest in the Bid. Verbal statements made during the Bidders’ conference will not modify the terms and conditions of the RFP, unless such statements are specifically written in the minutes of the Bidder conference or issued as an amendment to the Bid documents and posted on UNGM.
15.2. When appropriate, a Bidders’ conference will be conducted at the date, time and location specified in Section II – Terms of Reference.

D. SUBMISSION OF BIDS

16. Documents establishing eligibility and conformity to Bid documents
16.1. Evidence of conformity of the services to the Bidding documents may include the following documentation as described in clauses 17 Technical Bid and 18 Financial Bid, to be completed and returned in hard copies or in electronic format depending on the submission approach selected.
16.2. Submission of a Bid that does not substantially respond to the UNFPA Bid document in every respect shall be at the Bidder’s risk and may result in a rejection of the Bid.

All required documents returned with the Technical Bid should be submitted in PDF version. The Financial Bid should be submitted both in PDF version and Excel version.

17. Technical Bid
17.1. Documents establishing the eligibility of the Technical Bid:
17.1.1. Completed and signed Bid Submission Form; SECTION VI – ANNEX A: BID CONFIRMATION FORM.
17.1.2. Completed Bidder Identification Form; SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM in PDF format.
17.1.3. Completed Bidder’s Previous Experience; SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE in PDF format.
17.1.4. Technical Bid, including documentation to demonstrate that the Bidder meets all requirements in PDF format.
17.1.5. Completed and signed Checklist on General Conditions of Contracts; SECTION VI – ANNEX E: CHECKLIST ON UNFPA GENERAL CONDITIONS OF CONTRACT in PDF format.
17.1.6. Supporting documents/information per the Supplier Qualification Requirements
17.1.7. Copy of last three years of audited financial statements.
18. Financial Bid

18.1. Bidders must complete the Price Schedule Form in accordance to SECTION VI – ANNEX F: PRICE SCHEDULE FORM – both in PDF format (signed version) and excel format. The separate Financial Bid must contain a quotation in a single currency, itemizing all services to be provided.

18.2. Please consider the following information when completing the Price Schedule Form:

18.2.1. The Price Schedule Form must provide a detailed cost breakdown, as shown in SECTION VI – ANNEX F: PRICE SCHEDULE FORM. Bidders are required to provide separate figures for each of the steps for each item.

18.2.2. Estimates for out of pocket expenses should be listed separately. Where installation, commissioning, training or other similar services are required to be performed by the Bidder, the Bidder shall include the prices for these services broken down into itemized prices.

18.2.3. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes. The applicable unit of measure should be clearly indicated.

18.2.4. Submit this Financial Bid in a separate envelope/email from the rest of the Technical Bid.

19. Partial Bids

19.1. Partial Bids are not allowed under this RFP. UNFPA reserves the right to select and accept a part or parts of any Bid.

20. Submission, sealing, and marking of Bids

20.1. The Bid process shall be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid separately from their Financial Bid containing price information.

20.2. UNFPA provides alternative methods of Bid submission:

20.2.1. Electronic Bids may be submitted via email in accordance with the guidelines provided in clause 20.3.

20.2.2. Hard copy Bids may be delivered personally, by mail, or by courier in accordance with the guidelines provided in clause 20.4.

20.2.3. Any of the above options is acceptable and only one method is required. In accordance with UNFPA’s green procurement initiative, electronic submissions are strongly encouraged.

20.3. Submission of electronic Bids

20.3.1. Bidders must enter the following text in the subject line: UNFPA/BKK/RFP/15/001, Company Name, and specify “Technical Bid” or “Financial Bid”. Example below:

20.3.1.1. UNFPA/BKK/RFP/15/001 [Company name], Technical Bid email X

20.3.1.2. UNFPA/BKK/RFP/15/001 [Company name], Financial Bid

20.3.1.3. Submissions without this text in the subject line may be rejected.

20.3.2. Electronic submissions must be sent only to procurement.apro@unfpa.org. Bids received at procurement.apro@unfpa.org mailbox shall not be opened before the...
scheduled opening date. Sending the Bid to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.

20.3.3. The total size of the email submission must not exceed **20 MB**, including e-mail body, attachments, and headers.

20.3.4. It is recommended that the entire Bid be consolidated into as few attachments as possible, in commonly-used file formats in accordance to what has been stated in clauses **17 & 17.1.7**. If the Bid consists of large files, it is recommended that these files be sent in separate emails prior to the submission deadline. Multiple emails must be clearly identified by indicating in the subject line “email X” sequentially, and the final “email Y – final”.

20.3.5. It is the Bidder’s responsibility to ensure that Bids sent by email are received by the submission deadline. Bidders will receive an auto-reply acknowledging the receipt of each email when it is received by UNFPA’s email system. If you do not receive an auto-reply, inform Ms. Nantiya Tipmanee at e-mail **tipmanee@unfpa.org**.

20.4. Submission of hard copy Bids

20.4.1. Bidders must prepare one Original set of all Bid documents, in addition to the hard copy; Bidders should enclose their Bid documents in a USB or CD containing an electronic version of the Bid. In the event of a discrepancy between the electronic and the hard copy version, the hard copy document will govern. Please assure to use separate media (USB or CD) for the Technical Bid and Financial Bid.

20.4.2. Marking of hard copy Bids

20.4.2.1. The outer envelope must be clearly marked with:

```
UNITED NATIONS POPULATION FUND
ASIA AND THE PACIFIC REGIONAL OFFICE IN BANGKOK
12 th Floor, Block B, UN Secretariat Building
Rajdamnern Nok Avenue, Bangkok 10200, Thailand
UNFPA/BKK/RFP/15/001 Company Name
Attention: Ms. Nantiya Tipmanee, Administrative Associate

TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL
DO NOT OPEN BEFORE 21 September 2015
```

20.4.2.2. The envelope must indicate the name and address of the Bidder. If the outer envelope is not sealed and marked as required, UNFPA will assume no responsibility in the event of Bid misplacement or premature opening.

20.4.2.3. The inner envelopes must be clearly marked with:
21. Deadline for submission of Bid and late Bids
   21.1. Bids must be delivered to the place, date and time specified in this RFP. If any doubt exists as to the time zone in which the Bid should be submitted, refer to http://www.timeanddate.com/worldclock/, or contact the Bid focal point.
   21.2. Bids received after the submission deadline shall be declared late, rejected and the supplier informed by UNFPA accordingly. UNFPA will not be responsible for Bids that arrive late due to the courier company and any other technical issues which are not within the control of UNFPA.

22. Modification and withdrawal of Bids
   22.1. Bidders are expected to have sole responsibility to examine the conformity of their Bids to the requirements of the RFP, keeping in mind that material deficiency in providing information requested by UNFPA, or lack of clarity in the description of goods or services to be provided may result negatively in the evaluation process of the Bids.
   22.2. Bidders may modify, substitute or withdraw their Bid after submission, provided that written notice is received by UNFPA prior to the submission deadline.
   22.3. Any proposed modification, substitution or withdrawal must be submitted in accordance to clause 20 - Submission, sealing and marking of Bids based on the approach utilized. The respective envelope or email shall be clearly marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”. Any revision to the Bid must be received by the deadline.
   22.4. No Bid may be modified, substituted or withdrawn in the interval between the submission deadline and the expiration of the period of the Bid validity. No Bid may be modified, substituted or withdrawn after the submission deadline.

23. Storage of Bids
   23.1. Bids received prior to the deadline of submission and the time of opening shall remain secure and unopened until the Bid opening date stated in UNFPA’s RFP.

E. BID OPENING AND EVALUATION

24. Bid opening
   24.1. UNFPA will conduct an internal Bid opening on Tuesday, 22 September 2015 at 10:00 hours
       Bangkok time¹ at the office of the United Nations Population, Asia and the Pacific Regional

¹ http://www.timeanddate.com/worldclock/city.html?n=69
Office in Bangkok, 12th Floor, Block B, UN Secretariat Building, Rajdamnern Nok Avenue, Bangkok 10200, Thailand.

24.2. Bids will be opened by an ad-hoc panel consisting of at least two staff members (of which one may be from a different United Nations agency/fund/program) and where at least one individual has no involvement in the subsequent stages of the procurement process. There will be separate Bid openings for Technical and Financial Bids. The Bidders’ names and submitted documents shall be announced and recorded on the Technical Bid opening report.

24.3. A Bid opening report will be available for viewing only to Bidders who have submitted a bid or their authorized representatives for a period of thirty days from the date of the opening. Information not included in the Bid opening report will not be provided to Bidders.

24.4. Once the Technical evaluation has been completed, the Financial Bids will be opened. During the Financial Bid opening, the Bidders’ names and the prices stated in the Financial Bid shall be announced and recorded on the Financial Bid opening report.

24.5. No Bid shall be rejected during Bid opening, except for late Bids. Rejected Bids will be shredded except for any bank securities, which will be returned to the Bidder.

25. Clarification of Bids
25.1. To assist in the examination, evaluation and comparison of Bids, UNFPA may ask Bidders for clarification of their Bids. The request for clarification and the response shall be in writing by UNFPA, and no change in price or substance of the Bid shall be sought, offered or permitted. Clarification of Bids may be provided only in response to UNFPA request for clarification or request for additional information.

26. Preliminary examination of Bids (14)
26.1. Prior to the detailed evaluation, UNFPA shall examine the Bids to determine whether they are complete with respect to minimum documentation requirements, whether the documents are properly signed, whether any computational errors have been made and whether the Bids are generally in order.

26.2. The procurement official will determine the substantial responsiveness of each Bid to the RFP during the preliminary examination.

26.3. A substantially responsive Bid conforms to all the terms, conditions, and specifications of the Bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

26.3.1. Affects in any substantial way the scope, quality, or services specified; or
26.3.2. Limits in any substantial way, inconsistent with the Bidding documents, UNFPA’s rights or the Bidder’s obligations under the contract; or
26.3.3. If rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.

26.4. UNFPA considers material deviations to include, but not be limited to the following:

26.4.1. During preliminary examination of Bids
26.4.1.1. Absence of Bid form(s), change in the wording or lack of signature on key portions of the Bid form when this is clearly required. Any change in wording that is consistent with the standard format of the Bid form(s) is not a material deviation;
26.4.1.2. The Bidder indicates in the Bid that they do not accept important contract conditions, i.e. related to Force Majeure, Applicable Law, Delivery Schedule, Payment Terms, General Conditions of Contract and Limitation of Liability;

26.4.1.3. Non submission of non-historical documents (documents that should be specifically prepared by the Bidder in response to this RFP) by the bid submission deadline.

26.4.1.4. Non-eligibility of the Bidder;

26.4.1.5. Financial information is included in the Technical Bid.

26.4.2. During technical evaluation of Bids and qualification of Bidders:

26.4.2.1. Bids do not reach the minimum threshold on technical score.

26.4.2.2. The Bidder does not meet the minimum conditions for qualification.

26.4.3. During Financial evaluation of Bids:

26.4.3.1. The Bidder does not accept the required price correction in accordance to Section I: Instructions to Bidders, clause 27.1.3

26.4.3.2. Required price components are missing;

26.4.3.3. The Bidder offers less quantity than what is required

26.5. If a Bid is not substantially responsive to the Bidding documents, it shall be rejected by UNFPA and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

27. Non-conformities, errors, and omissions

27.1. Provided that a Bid is substantially responsive:

27.1.1. UNFPA may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.

27.1.2. UNFPA may request the Bidder to submit the necessary information or documentation within a reasonable period of time to rectify non-material non-conformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

27.1.3. UNFPA shall correct arithmetical errors on the following basis:

27.1.3.1. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail, and the line item total shall be corrected, unless in the opinion of UNFPA there is an obvious misplacement of the decimal point in the unit price. In that case the line item total as quoted shall govern, and the unit price shall be corrected;

27.1.3.2. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.

28. Evaluation of Bids

28.1. The evaluation of the Bids will be carried out in a two-step process by an evaluation panel, with evaluation of the Technical Bid being completed prior to any Financial Bid being opened and compared.
28.2. The Financial Bid will be opened only for those Bidders, where Technical Bids reach a minimum score of 70% and whom have fulfilled the supplier qualifications. The total number of points a Bidder may obtain for Technical and Financial Bids is 100 points.

28.3. Information relating to the examination, evaluation, comparison, and post-qualification of Bids and recommendation of contract award shall not be disclosed to Bidders or any other person not officially concerned with such process until the contract award is published.

28.4. Any effort by a Bidder to influence UNFPA in the examination, evaluation, comparison, and post-qualification of the Bids or contract award decisions may result in the rejection of its Bid.

28.5. Notwithstanding from the time of Bid opening to the time of contract award, if any Bidder wishes to contact UNFPA on any matter related to the Bidding process, it should do so in writing.

29. Technical evaluation

29.1. The Technical Bid is evaluated on the basis of its responsiveness to the Terms of Reference shown in Section II, the Technical Bids submitted by the Bidders and the evaluation criteria published below.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Experience and expertise relevant to the assignment (considering the submitted sample curricula)</td>
<td>100</td>
<td></td>
<td>35%</td>
<td></td>
</tr>
<tr>
<td>2. Technical approach and methodology – understanding nature and scope of work (Proposed methodology for curricula and pilot training)</td>
<td>100</td>
<td></td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>3. Organization and staffing (CVs of proposed expert)</td>
<td>100)</td>
<td></td>
<td>35%</td>
<td></td>
</tr>
<tr>
<td>4. Implementation (work) plan and management plan (timeline for delivery of material)</td>
<td>100</td>
<td></td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>GRAND TOTAL ALL CRITERIA</td>
<td>400</td>
<td></td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

29.2. Scoring Scale System

29.2.1. The following scoring scale system will be used by the technical evaluation panel to conduct the Technical Bid evaluation objectively.
### Supplier qualification requirements

#### 30.1. The responses from the Bidders compared to **SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM** and **SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE** of this document will be evaluated based on the criteria provided below to assess the degree of Bidder qualification for the proposed contract.

<table>
<thead>
<tr>
<th>Number</th>
<th>Supplier Qualification Parameter</th>
<th>Bid is acceptable? (YES/NO)</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Legal and regulatory requirements</td>
<td>UNFPA shall examine the Bid to confirm that it does not contain any material deviations, reservation, or omission related to the General Conditions of Contracts (Section III)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Bidder is established as a company and legally incorporated in the country</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Bidder is not a banned or suspended supplier</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 30.2. Notwithstanding anything stated above, UNFPA reserves the right to assess the Bidder’s capabilities and capacity to execute the services satisfactorily before deciding on award.

#### 30.3. Even though the Bidders may meet the above qualifying criteria, they can be subject to disqualification if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements, and/or have a record of poor performance such as: not properly completing contracts, inordinate delays in completion, litigation history, financial failures, etc.

### 31. Financial evaluation (18)

#### 31.1. The Financial Bid will only be evaluated if the Technical Bid achieves the minimum score as indicated in clause 28.2 and is considered qualified through the supplier qualification process described in clause 30. Proposals failing to obtain this minimum technical threshold or those which will not be considered qualified through the supplier qualification process will not be eligible for further consideration.
31.2. The Financial Bid is evaluated on the basis of its responsiveness to the Price Schedule Form

**SECTION VI – ANNEX F: PRICE SCHEDULE FORM.** The maximum number of points for the
Financial Bid is 100. This maximum number of points will be allocated to the lowest price. All other Financial Bids will receive points in inverse proportion according to the following formula:

\[
\text{Financial Score} = \frac{\text{Lowest Bid (\$)}}{\text{Bid being Scored (\$)}} \times 100 \text{ (Maximum Score)}
\]

**32. Total score**
32.1. The total score for each Bidder will be the weighted sum of the technical score and financial score. The maximum total score is 100 points.

\[
\text{Total Score} = 70\% \text{ Technical Score} + 30\% \text{ Financial Score}
\]

**F. AWARD OF CONTRACT AND FINAL CONSIDERATIONS**

**33. Award of Contract**
33.1. UNFPA intends to award the Contract for Professional Services to the Bidder(s) that obtains the highest combined score of the Technical and Financial evaluation.
33.2. UNFPA reserves the right to make multiple arrangements for any item(s) where, in the opinion of UNFPA, the Bid winner cannot fully meet the delivery requirements or it is deemed to be in UNFPA’s best interest to do so. Any arrangement under this condition shall be made on the basis of the highest combined scoring Bid, the second-highest, etc.

**34. Rejection of Bids and annulments**
34.1. UNFPA reserves the right to reject any Bid if the Bidder has previously failed to perform properly or on time in accordance with previous contracts/purchase orders or if the Bidder from UNFPA’s perspective is not in a position to deliver pursuant to the contract.
34.2. UNFPA reserves the right to annul the RFP and reject all Bids at any time prior to award of the contract without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information.
34.3. Bidders waive all rights to appeal against the decision made by UNFPA.

**35. Right to vary requirements and to negotiate at time of award**
35.1. At the time of award of the contract UNFPA reserves the right to vary the quantity of goods and/or services specified in the RFP by up to 20% without any change in hourly/daily or any other rates or prices proposed by the Bidders or other terms and conditions.
35.2. UNFPA reserves the right to negotiate the price with the Bid winner before awarding the contract to ensure that the Financial Bid is competitive on all aspects of the price.
35.2.1. The purpose of negotiations of offers selected based on the ‘cumulative analysis methodology’ is to ensure that the technical proposal is in line with requirements and that the financial proposal is competitive on all aspects of the price.
35.2.2. In the negotiations, any deficiency in the offer will be pointed out to the supplier. The supplier will be allowed to make adjustments in the proposal in order to
improve and more clearly specify the contents of the offer. However, under no circumstances shall the requirements (Terms of Reference/specifications) be changed.

36. Signing of the Contract

36.1. The procurement official will send the successful Bidder(s) the contract for professional services for a fixed contract value, which constitutes notification of award. Successful Bidder(s) shall sign and date the contract, and return it to UNFPA within 10 calendar days of receipt of the contract. To facilitate the process of signing the contract, Bidders are expected to have reviewed the template of Contract for Professional Services, found in SECTION VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES of the Bidding documents prior to submitting a Bid. The successful bidder shall deliver the services in accordance with the delivery schedule outlined in the Bid/ Contract only after both parties sign the contract.

36.2. UNFPA reserves the right to discontinue the contract if the supplier’s performance is not satisfactory to UNFPA.

37. Publication of Contract Award

37.1. UNFPA will publish the following contract award information on United Nations Global Marketplace http://www.ungm.org, unless it is deemed to be in the interest of UNFPA not to do so: Purchase Order reference Number, Description of the Goods or Services procured, Beneficiary Country, Supplier Name and Country, Contract amount and the issue date of the contract/purchase order.

38. Payment Provisions

38.1. UNFPA’s policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract.

39. Bid protest

39.1. Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of contract may complain to the UNFPA Head of the Business Unit Ms. Lubna Baqi, Regional Director, a.i., at baqi@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief of the Procurement Services Branch at procurement@unfpa.org.

40. Documents establishing sustainability efforts of the Bidder

40.1. Currently UNFPA is requesting information on environmental and social policies and related documentation with Bids submitted by prospective suppliers. UNFPA is incorporating environmental and social criteria considerations into the evaluation process, such as adherence to Global Compact requirements (more information can be accessed here, http://www.unglobalcompact.org/, or by contacting Procurement Services Branch at procurement@unfpa.org). UNFPA encourages suppliers to consider joining the UN Global Compact and to look into other ways to help reduce their environmental impact now.
SECTION II: TERMS OF REFERENCE (TOR)

Strengthening regional and national capacities to implement national prevalence studies on violence against women in Asia and the Pacific

1. Context

The advancement of gender equality and women and girl’s empowerment is one of the four outcomes of the current Regional Programme of the United Nations Population Fund (UNFPA) in Asia and the Pacific, in line with the organization’s 2014-2017 Strategic Plan and its commitment to achieving the Millennium Development Goals (MDGs) and the goals of the International Conference on Population and Development (ICPD), the Fourth World Conference on Women (“the Beijing Conference”), and various international human rights instruments. Prevention and response to violence against women and girls (VAW/G) is, together with the elimination of harmful practices such as child marriage and gender-biased sex selection, one of the main regional priorities under this outcome. The UNFPA Asia and the Pacific Regional Office (APRO) works in close partnership with governments, other UN agencies and civil society networks to address VAW by strengthening national capacities to gather evidence to guide policy and programme responses, and to deal with it as a human rights and public health issue by making a wide range of services available for survivors.

Within the UN system, the need for national VAW data is given high priority and the lack of reliable and comparable national data is recognized as a major obstacle to developing appropriate context specific policies, programmes and monitoring and evaluation mechanisms. The establishment in all countries by 2015 of systems for data collection and analysis on VAW is one of the five key outcomes in the 2008-2015 UN Secretary General Campaign UNiTE To End Violence against Women.\(^2\) Also, in February 2008 the UN Statistical Commission at its 39\(^{th}\) session established the Friends of the Chair Group who developed a core set of nine statistical indicators for measuring VAW. The recent 2013 UN Guidelines for producing Statistics on Violence against Women use these nine indicators as an essential framework\(^3\) and build strongly on the experience and methodology of dedicated studies, such as the methodology developed by the World Health Organization (WHO) for the Multi-Country Study on Women’s Health and Domestic Violence in the early 2000s. Most recently, the 57\(^{th}\) Commission on the Status of Women stressed once more the importance of data collection on the prevention and elimination of VAW. Finally, it is expected that the post-2015 development agenda will include a number of indicators on VAW that countries will be required to report on systematically.

Several efforts have been made in the past years to overcome this obstacle. One of the first studies to provide comparable data from culturally diverse countries on the prevalence of different forms of VAW, in particular violence by intimate partners, and its effects on women’s lives and health, was the WHO Multi-Country Study on Women’s Health and Domestic Violence, conducted in the early 2000s in 10 countries\(^4\). This study used a methodology (combined quantitative and qualitative methods) that is now accepted best practice for national population-based studies of VAW with a standard questionnaire and a set of accompanying training and field manuals and materials.

\(^2\) http://endviolence.un.org/about.shtml
\(^3\) http://unstats.un.org/unsd/gender/docs/Guidelines_Statistics_VAW.pdf
As an alternative to dedicated surveys, which are expensive and lengthy, often questions on
VAW are included in other surveys such as the domestic violence (DV) module that many countries
opt to include in the national Demographic and Health Surveys (DHS). This module has been used to
date in 25 countries. Since DHS are conducted most commonly every 5 years, the use of the DV
module can provide a regular and low cost series of comparable data for trend analysis.

In the Asia and the Pacific region, UNFPA has supported and has been a key technical partner in
surveys on VAW in a number of countries. There are also numerous studies currently planned for the
coming years using either the WHO methodology, the DV module of the DHS, or both, and UNFPA is
playing a key role as technical partner in preparation and conduct of such studies.

Given its mandate in population and development and its support to national statistics offices
(NSOs), UNFPA has a strong commitment to technically support countries embarking in these
studies. In this context, UNFPA APRO has increased its human resources to provide technical
assistance to NSOs, women’s machineries and relevant national stakeholders involved in these
studies, from the advocacy and preparatory phases, through implementation, to the final
dissemination and use of the results. However, as many countries are embarking on collection of
VAW data in the coming years, the demand for technical assistance for VAW data collection is
expected to increase significantly in the near future. Hence, UNFPA considers it critical to build
regional and national capacities, strengthen ownership and promote sustainability.

2. Background (progress to date)

The use of dedicated surveys on VAW- and specifically using the WHO methodology- can be
complex endeavors that differ from doing other surveys due to the sensitivity of and the stigma
around the topic. Hence special ethical and safety measures need to be in place for the safety of
respondents and researchers, and for data quality. Capacities of NSOs and other partners often
need to be strengthened to collect, analyse and correctly reflect and interpret the data to enable
improved national planning, programming and monitoring of prevention and response to VAW.

Until now, UNFPA’s technical assistance to this area has consisted of support to national
prevalence studies on VAW and DHS surveys (DV module); regional sensitization and capacity
building workshops; and south-south collaboration. However, because worldwide there is still a lack
of capacity in this area at the same time as demands are increasing, there is a need to move towards
more sustainable and integrated approaches to capacity building in this area.

For the purpose of this Terms of Reference, UNFPA APRO aims to select a research and/or
academic institution in the Asia and the Pacific region to build sustainable capacity in the area of
VAW data collection with a focus on prevalence studies, through development of training
curriculum, facilitator’s guidebook and delivery of a pilot training. It is expected that the
development and delivery of the training curriculum will be in English language. Although a
comprehensive curriculum covering VAW data collection does not exist yet, some training materials
and guidelines have already been developed by organizations such as WHO, UN Statistical Division,
PATH and the UN Economic Commission for Latin America and the Caribbean (ECLAC). The selected
institution will be expected to build upon these existing materials while developing the curriculum
that takes into account the context of Asia and the Pacific. The institution will also be expected to
ensure necessary consultation with other agencies and experts during curriculum development and
adequate coordination with them during the pilot testing of the course in the region.

Upon completion of the development of training curriculum and delivery of pilot training,
UNFPA may launch a bidding process to recruit an institute to conduct follow up trainings at national

\[5\] See http://www.measuredhs.com/topics/gender-Corner/index.cfm
level and to provide technical assistance to countries undertaking prevalence studies to collect data on violence against women.

3. Scope of work

3.1 Purpose

Strengthen sustainable capacities to conduct national prevalence studies on VAW in accordance with agreed global methodological, ethical and safety standards.

3.2 Deliverables

1. A high quality technical training curriculum on national prevalence studies on VAW, including a facilitators’ guidebook, revised with recommendations from pilot test

2. Pilot test of the training curriculum.

Description of Deliverables

1. Curriculum development

It is envisioned that the course curriculum will be approximately 4 weeks. The curriculum will include a combination of distance learning and face-to-face modules. The curriculum is expected to be holistic and highly technical; focusing on what is specific and different about data collection on VAW, rather than covering generic survey processes. Content will include the following elements but not limited to: (a) planning and budgeting of the study, (b) organization and coordination, (c) recruitment and training of interviewers, (d) adaptation/development of questionnaire, (e) data collection and processing, (f) analysis, (g) interpretation and use of data, and (h) strong emphasis on ethics and safety. Although the course will have a strong focus on the WHO methodology for dedicated VAW prevalence studies, other methodologies may also be introduced, such as the Domestic Violence module of the DHS.  

Primary target audience for the course are technical staff from National Statistics Offices (NSOs) with statistics/survey background that are and/or will be involved in VAW survey, and staff in line ministries that may be involved in VAW surveys.

The curriculum, including facilitators’ guide, will be developed by the selected institution under the guidance of UNFPA APRO. UNFPA APRO will facilitate coordination with other relevant UN agencies, such as WHO, UN Women, UN Statistics Division and UNICEF for technical feedback and inputs to the materials.

The selected institution is expected to revise the curriculum on the basis of the recommendations from the pilot test and feedback from participants and other technical agencies.

2. Curriculum pilot test

On the basis of the developed training curriculum, the selected institution is expected to organize the delivery of pilot training in close coordination with UNFPA APRO.

The venue for the pilot test training will be Bangkok, Thailand. UNFPA will take responsibility of providing basic logistical support, such as identifying the hotel and venue of training, identifying participants and inviting participants to this training. In summary, logistical support is not under the scope of work of this required work. However, the institution will be responsible for availability of training modules and facilitators’ guide, identification of trainers and resource persons for the pilot training, and printing of training materials in advance.

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6 Other related topics (such as violence against children, studies with men) should not be included in the pilot but can be
After the conduct of the pilot test, the institution is expected to undertake revision of the curriculum and facilitators’ guide as per the recommendations and feedback from the pilot training.

4. Indicative timeframe for 2015/2016 activities

<table>
<thead>
<tr>
<th>Key Milestone (beginning from the time of the contract signing with the selected institution)</th>
<th>Estimated Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial meeting to discuss the proposed timeline, work plan and expected deliverables (TBD if virtual or face-to-face)</td>
<td>1 week after the contract signing</td>
</tr>
<tr>
<td>Submission of Curriculum outline</td>
<td>In 4 weeks</td>
</tr>
<tr>
<td>Submission of first draft of the curriculum shared for review by UNFPA APRO</td>
<td>In 6 weeks</td>
</tr>
<tr>
<td>UNFPA’s feedback on draft curriculum</td>
<td>In 2 weeks</td>
</tr>
<tr>
<td>Revised curricula on the basis of comments provided by UNFPA APRO</td>
<td>In 3 weeks</td>
</tr>
<tr>
<td>Submission of Facilitator’s Guide</td>
<td>In 3 weeks</td>
</tr>
<tr>
<td>Finalization of resource persons and trainers for the pilot training</td>
<td>In 2 weeks</td>
</tr>
<tr>
<td>Delivery of the pilot test of the curriculum</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Submission of revised curriculum and facilitator’s Guide on the basis of recommendations from pilot test into curriculum</td>
<td>3 week</td>
</tr>
</tbody>
</table>

*Note: The timeframe for the work will be negotiated with the successful contractor and the tasks will be subject to availability of funds.*

5- Technical criteria

<table>
<thead>
<tr>
<th>Technical Evaluation Criteria as stated in Clause 28.1</th>
<th>Required information from bidder</th>
</tr>
</thead>
</table>
| 1. Experience and expertise of the firm/company relevant to this assignment (35%) | • Brief description of the firm and the firm’s qualifications with regards to technical engagement in the areas of VAW data collection; providing information that will facilitate our evaluation of your firm/institution’s substantive reliability, Demonstrated experience in conducting participatory, multi-stakeholder training on VAW data collection.  
• Previous experience in developing and delivering training curriculum in accordance with the required description in TOR .  
• Sample of training modules developed by the institution in relevant areas. |
| 2. Technical approach and methodology-understanding nature and scope of work (15%) | • Your firm’s understanding of the requirement for this services and the objective of this project, including assumptions, support services and facilities to be provided as indicated in the TOR or as you may otherwise believe to be necessary |
| 3. Organization and staffing (35%) | Proposed approach, methodology, timeline and deliverables as well as your detailed description of the manner in which your firm/institution would respond to the TOR. Include number of person hours/days in each specialization that you consider necessary to carry out all work required.
- Detailed description of your proposed deliverables

- Proposed team structure: the composition of the team that you would propose to provide to the assignment, and the work tasks (including supervisory) which would be assigned to each. An organogram /organization chart illustrating the reporting lines together with a description of such organization of the team structure should support your bid
- Propose project team members: attached the curriculum vitae of all team members

Proposed team members must have below qualifications:
- Sound knowledge quantitative research methods on VAW, preferably on VAW prevalence studies and all phases of research, including design, data collection, (statistical) analysis, report writing and dissemination with a focus on ethical and safety issues throughout the phases. Specific knowledge on qualitative and qualitative research methods on VAW is crucial.

| 4 Implementation (work plan and management plan) (15%) | Detailed project plan (Gantt chart) showing the required resources and support from your firm as well as UNFPA
- Ability to work collaboratively with UNFPA and other key partners to ensure high quality process and products.

Work Samples: Proposals shall include samples of modules from relevant curricula developed by the bidder (criteria 3) and CVs of trainers and facilitators that the bidder intends to engage for the assignment (criteria 2).

6- Location

The majority of the work will be undertaken as desk work in the location of the contractor. The pilot test of the course will be delivered in the location of the contractor. In case that travel is required for face-to-face meetings with UNFPA APRO and partners, UNFPA APRO staff will travel to meet with the contractor.
7- Technical guidance and oversight

Under the supervision of the Deputy Regional Director or his/her designate, UNFPA APRO’s Senior Technical Advisor on Violence against Women will provide overall management and technical guidance to the selected institute. UNFPA Technical Specialist on VAW will work closely with UNFPA APRO Senior Technical Advisor on VAW to provide support to this initiative.

8. Budget for this contract

The estimated budget for this activity is not to exceed USD 80,000, which all related costs such as travel, and administrative costs are inclusive for implementation of this activity.

9. Bidders Conference

UNFPA APRO will organize a bid conference to provide clarification regarding this Request for Proposal on Monday, 7 September 2015 at 10:00 hours Bangkok time. The conference will be conducted via skype. Any interested bidders who would like to join this conference, please contact Ms. Nantiya Tipmanee at e-mail address tipmanee@unfpa.org before Thursday, 3 September 2015.
SECTION II – ANNEX A: INSTRUCTIONS FOR PREPARING TECHNICAL BID

The Technical Bid should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

<table>
<thead>
<tr>
<th>Evaluation Criteria as stated in Clause 28.1</th>
<th>Suggested information</th>
</tr>
</thead>
</table>
| 1. Experience and expertise of the firm/company relevant to this assignment | • Brief description of the firm and the firm’s qualifications with regards to technical engagement in the areas of VAW data collection; providing information that will facilitate our evaluation of your firm/institution’s substantive reliability, Demonstrated experience in conducting participatory, multi-stakeholder training on VAW data collection.  
  • Previous experience in developing and delivering training curriculum in accordance with the required description in TOR.  
  • Sample of training modules developed by the institution in relevant areas. |
| 2. Technical approach and methodology—understanding nature and scope of work | • Your firm’s understanding of the requirement for this services and the objective of this project, including assumptions, , support services and facilities to be provided as indicated in the TOR or as you may otherwise believe to be necessary  
  • Proposed approach, methodology, timeline and deliverables as well as your detailed description of the manner in which your firm/institution would respond to the TOR. Include number of person hours/days in each specialization that you consider necessary to carry out all work required.  
  • Detailed description of your proposed deliverables |
| 3. Organization and staffing | • Proposed team structure: the composition of the team that you would propose to provide to the assignment, and the work tasks (including supervisory) which would be assigned to each. An organogram /organization chart illustrating the reporting lines together with a description of such organization of the team structure should support your bid |
Propose project team members: attached the curriculum vitae of all team members

 Proposed team members must have below qualifications:

- Sound knowledge quantitative research methods on VAW, preferably on VAW prevalence studies and all phases of research, including design, data collection, (statistical) analysis, report writing and dissemination with a focus on ethical and safety issues throughout the phases. Specific knowledge on qualitative and qualitative research methods on VAW is crucial.

4 Implementation (work plan and management plan)

- Detailed project plan (Gantt chart) showing the required resources and support from your firm as well as UNFPA
- Ability to work collaboratively with UNFPA and other key partners to ensure high quality process and products.

The above information must be submitted together with all standard forms as explained under clause Section I: Instructions to Bidders, clause 17

Bidder(s) should not include any information or indications related to their Financial Bid in their Technical Bid. Such action will definitely lead to disqualification of entire Bid.
SECTION III: GENERAL CONDITIONS OF CONTRACT

UNFPA’s General Conditions of Contract are available through the links below as well as attached as a separate PDF document in this RFP.

<table>
<thead>
<tr>
<th>De Minimis Contracts (Low value Contracts)</th>
<th>For contract/PO values below USD 100,000, covering both goods and/or services</th>
<th>English</th>
<th>French</th>
<th>Spanish</th>
</tr>
</thead>
</table>

RFP Number UNFPA/BKK/RFP/15/001
**SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT**

<table>
<thead>
<tr>
<th><strong>CONTRACT RATES</strong></th>
<th>The rates charged for the services performed shall not be adjustable.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERFORMANCE SECURITY</strong></td>
<td>A Performance Security shall not be required</td>
</tr>
</tbody>
</table>
| **KEY PERFORMANCE INDICATORS** | Successful Bidder’s performance will be monitored and evaluated by UNFPA on a **quarterly** basis to enable the assessment on the effectiveness, efficiency and/or consistency of goods/services provided. The results of the evaluation will be communicated to the supplier to enable improvements. An extension of the contract will take into consideration results of performance evaluation(s). The evaluation will be based on, but not limited to, the following key performance indicators: **Services:**  
  • Expected output achieved as per agreed timeline  
  • Satisfactory level of quality and technical competence  
  • Effective and timely communication and professionalism |
| **PAYMENT TERMS** | UNFPA’s policy is to pay for the performance of contractual services rendered and/or to effect payment upon the achievement of specific milestones described in the contract. |
SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS

1. Legal and regulatory requirements
   1.1. This will be judged based on the checklist on UNFPA General Conditions of Contracts that will be submitted by the Bidders. Special consideration will be given to the Bids not suggesting any alternative or suggesting alternatives that are fully acceptable to UNFPA. Bids should clearly indicate where the Bidder does not accept, the reason(s) for the non-acceptance, and the alternative provision, for each of the UNFPA General Conditions of Contracts: De Minimis Contracts. (For this, use SECTION VI – ANNEX E: CHECKLIST ON UNFPA GENERAL CONDITIONS OF CONTRACT)

2. Legal status of the Bidder
   2.1. Technical Proposals from the Bidders should provide evidence that the Bidder is established as a company and legally incorporated in the country; e.g. through provision of certification of incorporation or other evidence (this is not required for companies already registered in national, regional or international Stock Exchanges. However, evidence on such registrations should be provided)

3. Bidder’s eligibility
   3.1. Technical Proposals from the Bidders should provide written confirmation that they are not listed in any of the banned/suspended supplier lists.

   - Listed as suspended or removed by the United Nations Procurement Division (UNPD);
   - Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on United Nations Global Marketplace Vendor ineligibility list posted on the United Nations Global Marketplace (UNGM);
   - Included on the UN 1267 list issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
   - Debarred by the World Bank Group in accordance with the WB Listing of Ineligible Firms & Individuals and the WB Corporate Procurement Listing of Non-Responsible Vendors.

4. Financial stability
   4.1. Financial stability of the Bidders will be judged based on the ratios such as current ratio, quick ratio and debt ratio. Bidders are requested to provide key financial ratios using the table below with their audited financial statements to support the statements. The financial ratios should cover key financial stability ratios over a three-year period, including those mentioned in the table below.

<table>
<thead>
<tr>
<th>Financial Ratio</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current ratio</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quick ratio</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Experience and Technical Capacity
- Company’s managerial capabilities
- Evidence for quality assurance systems in place
- Bidder must have delivered similar services satisfactorily to UN or similar organizations during the last three years, and the services should have been delivered with no negative performance reports
- References in support of the satisfactory delivery of services specified above
- Data to support that the Bidder has capacity to perform the services that will be issued pursuant to the contract and complete the deliverables within the stipulated delivery period
SECTION VI: BID AND RETURNABLE FORMS

Below find an overview of the attached Bidding and returnable forms required for the RFP.

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
<th>Preferred file for submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annex A: Bid Confirmation Form</td>
<td>Mandatory</td>
<td>PDF</td>
</tr>
<tr>
<td>Annex B: Bid Submission Form</td>
<td>Mandatory</td>
<td>PDF</td>
</tr>
<tr>
<td>Annex C: Bidder Identification Form</td>
<td>Mandatory</td>
<td>PDF</td>
</tr>
<tr>
<td>Annex D: Bidder’s Previous Experience</td>
<td>Mandatory</td>
<td>PDF</td>
</tr>
<tr>
<td>Annex E: Checklist on UNFPA Conditions of Contract</td>
<td>Mandatory</td>
<td>PDF</td>
</tr>
<tr>
<td>Annex F: Price Schedule Form</td>
<td>Mandatory</td>
<td>PDF &amp; Excel</td>
</tr>
<tr>
<td>Annex G: Joint Venture Partner Information Form</td>
<td>Mandatory</td>
<td>PDF</td>
</tr>
<tr>
<td>Annex H: Bank Guarantee for Advance Payment</td>
<td>Not Applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Annex I: Performance Security</td>
<td>Not Applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Annex J: Checklist of Bid Forms</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
SECTION VI – ANNEX A: BID CONFIRMATION FORM

[Complete this page and return it prior to bid opening]

To: UNFPA Asia and the Pacific Regional Office in Bangkok
   Nantiya Tipmanee, Administrative Associate
   Email: tipmanee@unfpa.org

Date:

From: [Insert Company Name]
   [Insert Contact person from Company]
   [Insert Telephone number]
   [Insert E-mail address of contact person]
   [Insert Postal address of Company]

Subject: UNFPA/BKK/RFP/15/001

☐ YES, we intend to submit a bid in response to the above mentioned RFP.
☐ NO, we are unable to submit a bid in response to the above mentioned RFP due to the following reason(s):

   ( ) The requested products and/or services are not within our range of supply.
   ( ) The requested products are not available at the moment.
   ( ) We are unable to submit a competitive bid for the requested products/services at the moment.
   ( ) We cannot meet the requested specifications.
   ( ) The information provided for bidding purposes is insufficient and unclear.
   ( ) Your RFP document is too complicated.
   ( ) Insufficient time is allocated to prepare an adequate Bid.
   ( ) We cannot meet the delivery requirements.
   ( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):
      ( ) Our current capacity is overbooked.
      ( ) We are closed during the holiday season.
      ( ) We had to give priority to other clients’ requests.
      ( ) We do not sell directly, but through distributors.
      ( ) We have no after-sales service available in the recipient country.
      ( ) The person handling bid is away from the office.
      ( ) Other (please specify)

☐ YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP’s.
☐ No, we are not interested in participating in future possible RFP’s, please remove us from your vendor database.

If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:

<table>
<thead>
<tr>
<th>Name:</th>
<th>E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Title:</td>
<td>Telephone</td>
</tr>
</tbody>
</table>

RFP Number UNFPA/BKK/RFP/15/001
SECTION VI – ANNEX B: BID SUBMISSION FORM

To: UNFPA Asia and the Pacific Regional Office in Bangkok
12th Floor, Block B, UN Secretariat Building,
Rajdamnern Nok Avenue, Bangkok 10200, Thailand

Dear Sir/Madam,

The undersigned, having read the RFP documents of UNFPA/BKK/RFP/15/001, hereby offers to provide the services, in accordance with any specifications stated and subject to the terms and conditions set out or specified in the document.

We agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening in the Request for Proposal, and the Bid shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Bid is accepted, we undertake to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that UNFPA is not bound to accept any Bid it may have received, and that a binding contract would result only after final negotiations and award of contract is concluded on the basis of the Technical and Financial Bids and

We have no conflict of interest in accordance with Section I: Instructions to Bidders clause 2.3.

Our firm, its affiliates or subsidiaries including any subcontractors or suppliers for any part of the contract have not been declared ineligible by UNFPA, in accordance with Section I: Instructions to Bidders clause 2.4.

Best regards

<table>
<thead>
<tr>
<th>Signature and stamp of the Bidder:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Name of Company:</td>
</tr>
<tr>
<td>Telephone:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
</tbody>
</table>
### 1. Organizational Information

<table>
<thead>
<tr>
<th>Company/Institution Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address, City, Country</td>
<td></td>
</tr>
<tr>
<td>Telephone/FAX</td>
<td></td>
</tr>
<tr>
<td>Website</td>
<td></td>
</tr>
<tr>
<td>Date of establishment</td>
<td></td>
</tr>
</tbody>
</table>

**Legal Representative:** Name/Surname/Position

**Legal structure:** natural person/Co. Ltd, NGO/institution/other (specify)

**Organizational Type:** Manufacturer, Wholesaler, Trader, Service provider, etc.

**Areas of expertise of the organization**

**Current Licenses, if any, and permits (with dates, numbers and expiration dates)**

**Years supplying to UN organizations**

**Years supplying to UNFPA**

**Production Capacity**

**Subsidiaries (indicate names of subsidiaries and addresses, if relevant to the Bid)**

**Commercial Representatives in the country:** Name/Address/Phone (for international companies only)

### 2. Quality Assurance Certification

<table>
<thead>
<tr>
<th>International Quality Management System (QMS)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>List of other ISO certificates or equivalent certificates</td>
<td></td>
</tr>
<tr>
<td>Presence and characteristics of in-house quality control laboratory (if relevant to Bid)</td>
<td></td>
</tr>
</tbody>
</table>

### 3. Expertise of Staff

<table>
<thead>
<tr>
<th>Total number of staff</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of staff involved in similar contracts</td>
<td></td>
</tr>
</tbody>
</table>
4. **Contact details of persons that UNFPA may contact for requests for clarification during Bid evaluation**

<table>
<thead>
<tr>
<th>Name/Surname</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Number (direct)</td>
<td></td>
</tr>
<tr>
<td>Email address (direct)</td>
<td></td>
</tr>
</tbody>
</table>

Be advised that this person must be available during the two weeks following the Bid opening date.

<table>
<thead>
<tr>
<th>Signature and stamp of the Bidder:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Name of Company:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>
### SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE

<table>
<thead>
<tr>
<th>Order No. &amp; Date</th>
<th>Description</th>
<th>Client</th>
<th>Contact person, phone number, email address</th>
<th>Date of service</th>
<th>Contract Amount</th>
<th>Satisfactory completion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Indicate the description of products, services or works provided to their clients.
To be attached: Evidence (client’s letter or certificate) in support of satisfactory completion of above orders.

Signature and stamp of the Bidder:
Name and title:
Name of Company:
Telephone:
Email:
Date:

---

7 Please indicate relevant contracts to the one requested in the RFP.

RFP Number UNFPA/BKK/RFP/15/001
## SECTION VI – ANNEX E: CHECKLIST ON UNFPA GENERAL CONDITIONS OF CONTRACT

Complete and submit this document as part of the Technical Proposal.

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Response from the Bidder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder reviewed the original RFP UNFPA/BKK/RFP/15/001 including all annexes, any subsequent revisions and all the answers to the questions received from prospective Bidders posted on United Nations Global Marketplace in full before submitting the Technical and Financial Bids?</td>
<td></td>
</tr>
<tr>
<td>Bidder fully agrees with all the Terms and Conditions given in the RFP UNFPA/BKK/RFP/15/001 including Annexes, the subsequent revisions and the clarifications provided through the answers to the questions received from prospective Bidders? (if your answer is other than YES fill in the table below)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Original term/condition per RFP UNFPA/BKK/RFP/15/001 and the subsequent revisions</th>
<th>Proposed deviation (alternate clause), if any, by the Bidder</th>
<th>Reason for proposing alternate clause</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Special Note:** If Bidder proposes any deviations from the Terms and Conditions stipulated on the RFP document, such deviations must be included on this Form. Such deviations should not be indicated within the main body or any other part of your Technical Bid. If the proposed modifications are not acceptable to UNFPA, UNFPA reserves the right to reject the Bid. UNFPA strongly encourages avoiding the deviations for semantic changes.

<table>
<thead>
<tr>
<th>On behalf of Business Authority</th>
<th>On behalf of Legal Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Company</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td>UNGM Registration No.</td>
<td></td>
</tr>
</tbody>
</table>
SECTION VI – ANNEX F: PRICE SCHEDULE FORM

(Please see attached Excel spread sheet Annex E: Price Schedule Form.xls)

1. Submit this document in a separate envelop from the Technical Bid as indicated in Section I: Instructions to Bidders clause 20 Submission, sealing, and marking of Bids and in Annex I Instructions to Bidders.

2. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.

3. The Price Schedule Form must provide a detailed cost breakdown, as shown below. Provide separate figures for each of the steps in Item 1 below; estimates for out of pocket expenses should be listed separately in Item 2 below.

4. UNFPA anticipates awarding the project on a fixed-price basis. To complete an analysis of the Bid, firms are required to submit itemized pricing that identifies the people who will work on the project (including resumes), their billing rates, and the number of hours proposed for the project. Anticipated travel, lodging, and out-of-pocket expenses should be detailed as well. The price quoted must be inclusive of all associated indirect cost/administrative cost.

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Description</th>
<th>Number &amp; Description of Staff by Level</th>
<th>Daily rate (USD)</th>
<th>Level of effort days</th>
<th>Total US$</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Professional fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submission of Curriculum Outline</td>
<td>Review WHO methodology and other methodologies for dedicated VAW prevalence studies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Draft curriculum outline</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Draft outline of consultation process including potential resources.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submission of draft curriculum</td>
<td>Draft curriculum on the basis of agreed outline including specific modules, activities and case studies, where applicable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submission of revised curriculum on the basis of comments/feedback provided</td>
<td>Meeting with Committee for draft review (might be several meetings and reviews) Revise modules, exercises and case studies as per the feedback provided</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submission of Facilitator’s Guide</td>
<td>Develop a facilitator’s guide in consultation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. Deliver of pilot test for the curriculum
   - Develop training agenda
   - Deliver pilot training as per agreed modules and through agreed resource persons
   - Evaluate the learning of participants through pre and post tests during the training
   - Prepare training report

2. Revised curriculum and facilitators’ guide
   - Revise curriculum and tools on the basis of recommendations from pilot test

**Total professional fee**

2. Estimated out-of-pocket expenses (Based on pilot test training in Bangkok, Thailand)

<table>
<thead>
<tr>
<th>Air ticket cost</th>
<th>Travel from-to</th>
<th>Traveler name</th>
<th>Daily rate (USD)</th>
<th>Level of effort days</th>
<th>Total US$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economy class flight is mandatory</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per diem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visa</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local transportation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>other expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total out-of-pocket cost**

<table>
<thead>
<tr>
<th><strong>Total Contract Price</strong></th>
</tr>
</thead>
</table>

(Professional Fees + Out of Pocket Expenses)

Signature and stamp of the Bidder:
Name:
Title:
Name of Company:
Telephone:
Email:

RFP Number UNFPA/BKK/RFP/15/001
## SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM

[The Bidder shall fill in this Form in accordance with the instructions below.]

Date: [insert date (as month, day, and year) of Bid Submission]

UNFPA/BKK/RFP/15/001

Page ________ of ______ pages

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bidder’s Legal Name: [Insert Bidder’s legal name]</td>
</tr>
<tr>
<td>2.</td>
<td>Joint Venture (JV) Party Legal Name: [Insert JV’s Party legal name]</td>
</tr>
<tr>
<td>3.</td>
<td>JV’s party country of registration: [Insert JV’s Party country of registration]</td>
</tr>
<tr>
<td>4.</td>
<td>JV’s party year of registration: [Insert JV’s Party year of registration]</td>
</tr>
<tr>
<td>5.</td>
<td>JV’s party legal address in country of registration: [Insert JV’s Party legal address in country of registration]</td>
</tr>
<tr>
<td>6.</td>
<td>JV’s party authorized representative information</td>
</tr>
<tr>
<td></td>
<td>Name: [Insert name of JV’s Party authorized representative]</td>
</tr>
<tr>
<td></td>
<td>Address: [Insert address of JV’s Party authorized representative]</td>
</tr>
<tr>
<td></td>
<td>Telephone/Fax numbers: [Insert telephone/fax numbers of JV’s Party authorized representative]</td>
</tr>
<tr>
<td></td>
<td>Email Address: [Insert email address of JV’s Party authorized representative]</td>
</tr>
<tr>
<td>7.</td>
<td>Attached are copies of original documents of: [Check the box(es) of the attached original documents]</td>
</tr>
<tr>
<td></td>
<td>Articles of Incorporation or Registration of firm named in 2, above, in accordance with Section I: Instructions to Bidders clause 2: Eligible Bidders.</td>
</tr>
<tr>
<td></td>
<td>JV Agreement, or letter of intent to enter into such an agreement, signed by the legally-authorized signatories of all the parties</td>
</tr>
</tbody>
</table>
SECTION VI – ANNEX J: CHECKLIST OF BID FORMS

The following checklist is provided as a courtesy to Bidders. Please use this checklist while preparing the Bid to ensure that your Bid contains all required information. This checklist is for the Bidder’s internal reference and does not need to be submitted with the Bid.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>LOCATION</th>
<th>YES/NO/N/A</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you read and understood all of the Instructions to Bidders in Section I of the Bidding documents?</td>
<td>SECTION I: INSTRUCTIONS TO BIDDERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you reviewed and agreed to the UNFPA General Conditions of Contracts?</td>
<td>SECTION III: GENERAL CONDITIONS OF CONTRACT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you reviewed and agreed to the UNFPA Special Conditions for Contracts?</td>
<td>SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you completed the Bid Submission Form?</td>
<td>SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you completed the Bidder’s Identification Form?</td>
<td>SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you completed the Bidder’s Previous Experience Form?</td>
<td>SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you completed and signed the Price Schedule Form?</td>
<td>SECTION VI – ANNEX F: PRICE SCHEDULE FORM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you reviewed all of the relevant Contract form(s)?</td>
<td>SECTION VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you prepared a copy of your company’s registration in the country of operation?</td>
<td>SECTION VII: TEMPLATE OF CONTRACT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you prepared a copy of the previous year’s audited Company Balance Sheet and Financial Statements?</td>
<td>SECTION VII: TEMPLATE OF CONTRACT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group?</td>
<td>SECTION VII: TEMPLATE OF CONTRACT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you reviewed the UN Global Compact requirements?</td>
<td>SECTION VII: TEMPLATE OF CONTRACT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Section</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you sealed and marked the Bids according to Instructions to Bidders clause 20.4 (hard copy Bids) or clause 20.3 (electronic Bids)?</td>
<td>SECTION VII: TEMPLATE OF CONTRACT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If submitted electronically through email, is the file size of the Bid less than 8MB? (If the file size is above 8 MB, refer to Instructions to Bidders clause 20.3.3 and 20.3.4)</td>
<td>SECTION VII: TEMPLATE OF CONTRACT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you noted the Bid closing deadline?</td>
<td>SECTION VII: TEMPLATE OF CONTRACT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you provided information on Supplier Qualification Requirements?</td>
<td>SECTION VII: TEMPLATE OF CONTRACT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you provided sufficient documentation of your company’s ability to undertake the services, i.e., - List of similar contracts/LTAs executed for other clients including contact details. - Evidence that the Bidder possesses experience in the geographical area. - At least three years of experience in performing similar contracts/Long Terms Agreements</td>
<td>SECTION VII: TEMPLATE OF CONTRACT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you provided sufficient documentation of your company’s managerial capability? - Details of company’s managerial structure. - Quality assurance systems in place.</td>
<td>SECTION VII: TEMPLATE OF CONTRACT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you supplied clients’ certificates in support of the satisfactory operation of the goods/services as specified above?</td>
<td>SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you checked Section I: Instructions to Bidders, clauses, 16, 17, 18 and provided all requested documentation in the correct formats?</td>
<td>SECTION VII: TEMPLATE OF CONTRACT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES

BASIC MODEL of CONTRACT for PROFESSIONAL SERVICES
BETWEEN UNFPA AND A COMPANY

Rev. 05 March 2015.

CONTRACT BETWEEN

THE UNITED NATIONS POPULATION FUND

AND

OFFICIAL NAME OF THE CONTRACTOR
This Contract dated ............... is made

BETWEEN

(i) the UNITED NATIONS POPULATION FUND a subsidiary organ of the General Assembly of the United Nations in terms of Article 22 of the Charter of the United Nations, with its Headquarters at 605, Third Avenue, NY10158, New York, USA (hereinafter referred to as “UNFPA”);

and

(ii) [official name of company in full], a company incorporated in [country], with its registered office at [address] (hereinafter referred to as “the CONTRACTOR”);

(Both hereinafter separately and jointly referred to as the “Party” or the “Parties”).

WITNESSETH

WHEREAS, UNFPA wishes to engage the services of the CONTRACTOR in order to perform services in respect of [insert summary description of the services] as explained under Annex II of this contract. (hereinafter referred to as the “Services”);

WHEREAS, the CONTRACTOR, represents that it possesses the requisite knowledge, skill, personnel, resources and experience and that it is fully qualified, ready, able and willing to undertake and provide the Services according to the terms and conditions as provided herein;

NOW, THEREFORE, in consideration of their mutual covenants and subject to the terms and conditions set forth below, the Parties agree as follows:

Article 1: Purpose of the Services

1.1 The purpose of this Contract is to perform services for UNFPA on [Describe the technical characteristics and depict the intended use of the services to be provided and the equipment and/or material to be used/installed. It is advisable to describe the technical characteristics of the services in terms of operation capability. When possible use specifications and standards to better define the scope of the contract.]

Article 2: Contract Documents

(Delete/amend Annexes which are not applicable as appropriate)

2.1 This Contract together with the Annexes as enumerated below constitutes the entire contract between UNFPA and the CONTRACTOR.
2.1.1 Annex I: UNFPA General Conditions for Contracts for the Provision of Services/ Goods and Services/ De Minimis Contracts (Select the applicable version) as published with RFP UNFPA/CPH/YY/XXX

2.1.2 Annex II: UNFPA Terms of Reference as published with RFP UNFPA/CPH/YY/XXX


2.1.5 Annex V: UNFPA’s Responses to the Questions Received from Prospective Bidders against the RFP UNFPA/CPH/YY/XXX

2.1.6 Annex VI: Clarification from the CONTRACTOR on their Financial/Technical proposal dated DATE OF THE PROPOSAL in response to the RFP UNFPA/CPH/YY/XXX

2.1.7 Annex VII: Template of UNFPA Purchase Order.
This Contract and its Annexes constitute the entire understanding and agreement between and by the Parties concerning the subject matter of this Contract and supersedes all contemporaneous or prior representations, negotiations and understandings.

Article 3: Obligations of the CONTRACTOR

3.1 The CONTRACTOR shall perform and complete the Services described in Annex II with due diligence and efficiency and in accordance with this Contract.

3.2 The CONTRACTOR shall also provide all technical and administrative support needed in order to ensure the timely and satisfactory performance of the Services.

3.3 The CONTRACTOR shall submit to UNFPA the deliverables specified hereunder according to the following schedule:

<table>
<thead>
<tr>
<th>DELIVERABLES</th>
<th>DEADLINE</th>
<th>RESPONSIBILITIES OF UNFPA</th>
<th>RESPONSIBILITIES OF THE CONTRACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

3.4 All reports shall be written in the English language, and shall describe in detail the services rendered under the Contract during the period of time covered in such report. All reports shall be transmitted by the CONTRACTOR by [MAIL, COURIER AND/OR E-MAIL] to the address specified in 9.4 below.

3.5 The CONTRACTOR represents and warrants the accuracy of any information or data provided to UNFPA for the purpose of entering into this Contract, as well as the quality of the deliverables and reports foreseen under this Contract in accordance with the highest industry and professional standards.

3.6 The CONTRACTOR represents and warrants that honesty shall prevail during the formation and execution of this contract, including but not limited to the process of selection of the CONTRACTOR and to the execution of the services included in the scope of the contract. The CONTRACTOR shall report any allegation of Fraud to UNFPA. Any fraudulent conduct carried out by the CONTRACTOR may result in the termination of this contract.

Article 4: Remuneration and Payments

4.1 As full compensation for the complete and satisfactory performance of the Services under this Contract, UNFPA shall pay the CONTRACTOR the fixed contract price as follows:

Currency: XXX
Total amount in figures: XXX
Total amount in words: XXX
4.1.1 The contract value mentioned above is the fixed contract price which will be paid to the CONTRACTOR to fulfill all the requirements of the Annex II including normal and acceptable deviations on the depth of the work to the satisfaction of UNFPA. This fixed contract price is inclusive of all applicable cost of material, professional charges, allowances, travel related costs and any other miscellaneous expenses applicable.

4.1.2 UNFPA will issue annual Purchase Orders before commencing annual service deliveries. Only Purchase Orders made pursuant to this Contract and only for the services stipulated in such Purchase Orders will constitute a commitment on UNFPA’s part. The CONTRACTOR should not accept any work from UNFPA under this Contract without receiving an official Purchase Order of UNFPA. An email, a Memo or official letter will not be treated as an official Purchase Order. (Please refer Annex VII for a Sample Purchase Order of UNFPA) (Delete if not applicable. Remember to delete Annex VII from Article 2.1 too.)

4.1.3 Any additional expenditure should be incurred by the CONTRACTOR after communicating and agreeing with UNFPA. Such additional expenses should be well justified and established based on pre agreed rates (Annex IV) as applicable.

4.1.4 (Should be used only if the travel related expenses are agreed to be handled separate from the fixed contract price mentioned under Article 4.1 above. Delete if not applicable)

(Following options are available. Please use the most appropriate clause to the case being handle, giving due consideration for the best interest of the organization and how the matter was treated at RFP(solicitation) stage.)

Travel related expenses will be reimbursed to the Contractor upon submission of original Invoices. (The actual cost or the projected expenditure per the financial proposal (Annex IV) from the Contractor whichever is the lower)

OR

Travel related expenses (Travel tickets, DSA and terminal expenses) will be processed strictly per the UN travel rules and regulations should the contractor will be requested to travel under this contract. Expenses associated with such travels are not included in the contract value mentioned above under Article 4.1. The Contractor should contact the UNFPA focal point on Technical/ Operational matters provided under clause 9.4 for instructions before making travel arrangements.

OR

The sub budget total provided above under Article 4.1 for travel related expenses; USD XXXXX under Article 4 will be the maximum budget ceiling acceptable for travel related expenses. The actual expenses will be reimbursed to the contractor on submission of detail expenditure report together with required supporting document, subject to the maximum expenditure ceiling provided above. The contractor is requested to use the most direct and cheapest options for international travels after collecting three quotations for each mission.

OR
The travel related expenses will be reimbursed based on the actual values and the maximum expenditure reimbursable on each mission will be decided based on the UN travel rules and regulations.

4.2 The price of this Contract is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the CONTRACTOR in the performance of the Contract.

4.3 Payments effected by UNFPA to the CONTRACTOR shall not be deemed to relieve the CONTRACTOR of its obligations under this Contract nor an as an acceptance of UNFPA of the CONTRACTOR’s performance of the Services.

4.4 UNFPA shall effect payments to the CONTRACTOR after satisfactory completion of the deliverables stipulated under Article 3.3 and acceptance by UNFPA of the deliverables and invoices submitted by the CONTRACTOR to the address specified in Article 9.4 (to the focal point on Technical and Operational matters) below, upon achievement of the corresponding milestones and for the following amounts:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Amount</th>
<th>Target date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: Upon submission of the final Inception Report to the satisfaction, and the acceptance of UNFPA and submission of associated invoice.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Invoices will indicate the milestones achieved and corresponding amount payable.

4.5 Payments made by UNFPA shall be made to the CONTRACTOR's following bank account:

- Name of Bank:
- Bank Address:
- Account Name:
- Account Number:
- Bank ID:
- SWIFT Code for non-US Banks:
- Currency

4.6 Without any prejudice to any other rights or remedies that UNFPA may have under this Contract, UNFPA may withhold payments to the CONTRACTOR if the Services are not performed in accordance with this Contract until the CONTRACTOR has remedied such performance. The withholding by UNFPA of any payment shall not, unless UNFPA decides to terminate the Contract, relieve the CONTRACTOR of its obligations to continue performance under this Contract.

4.7 All Stipends and other allowances, if any, to be paid by UNFPA are to be compensated for at rates not to exceed any current applicable governing rates within the United Nations System.

**Article 5: General**

5.1 The CONTRACTOR shall not do any work, provide equipment, materials or supplies or perform any other services which may result in any charges in excess of the above mentioned
amounts without the prior written agreement of UNFPA.

5.2 The purchase of equipment and supplies under this Contract, if applicable, will be executed in accordance with procedures established by UNFPA, unless UNFPA is satisfied that the CONTRACTOR’s own procurement procedures and practices adequately demonstrate the required levels of integrity, fairness and transparency.

5.3 The CONTRACTOR will maintain, within the contracting period of time, detailed financial records, which clearly identify all funds received from UNFPA and expended by the CONTRACTOR for the implementation of the Contract. The CONTRACTOR is also required to ensure that adequate systems of internal control are put in place to ensure the financial management of this contract is conducted with the required level of due diligence.

Article 6: Special Conditions

[Insert any special conditions if applicable. Example of sentence introducing special conditions:

Owing to [..........................], Article(s) [........] of the General Conditions in Annex I shall be amended to read/be deleted.]

Proposed special conditions associated with security requirements linked with travel.
(Delete if not applicable)

6.1 Security

6.1.1 The CONTRACTOR shall be fully responsible for the safety and security of personnel and for the safekeeping of all equipment and supplies in the custody of the CONTRACTOR or Personnel.

6.1.2 The CONTRACTOR shall ensure that the Personnel abide by all security regulations, policies and procedures of the United Nations applicable to its performance under this Contract. UNFPA shall inform and, to the extent necessary, update the CONTRACTOR for prevailing United Nations security regulations, policies and procedures from time to time. The CONTRACTOR shall schedule its activities and performance and provide the relevant UNFPA office with sufficient advance notice of any activities, including movements of Personnel or equipment to enable the relevant UNFPA office to obtain all necessary authorization(s).

6.1.3 To the extent that the United Nations security regulations, policies and procedures prevailing in the Mission Area, or any part or parts thereof, require that any activities and/or movements of personnel, equipment or supplies may only take place in the company of a security escort, UNFPA shall be responsible for providing such security escort upon the same terms and conditions as such escorts are provided to United Nations personnel. The CONTRACTOR shall ensure that all Personnel comply with all orders and directives issued by such security escorts.

6.1.4 The UNFPA may, at its sole discretion, consent to the inclusion of Personnel in the UNFPA security plan to the extent that it applies within the Mission Area on the same terms that are
offered to implementing partners of UNFPA. Notwithstanding this provision, the CONTRACTOR acknowledges and agrees that the UNFPA shall have no obligation to evacuate Personnel from the Mission Area in case of emergency or due to security developments. However, in case of emergency that require the evacuation of Personnel from the Mission Area, the UNFPA shall assist the CONTRACTOR, to the extent feasible, in obtaining any necessary landing clearances from the relevant authorities.

6.1.5 Notwithstanding the foregoing, the CONTRACTOR acknowledges and agrees that the UNFPA shall not be liable to the CONTRACTOR, or Personnel, in connection with the provision, or failure to provide, any security assistance pursuant to this Article 6.1, or otherwise, and the CONTRACTOR shall indemnify, defend, hold and save harmless the UNFPA and its officials, employees and agents from and against any claim or liability of any nature arising in respect of any security or security related incident, including without limitation, the death, injury or illness of any Personnel, or the loss, damage, destruction, sabotage or theft of any equipment or supplies in the custody of the CONTRACTOR or Personnel. The foregoing indemnity is without prejudice to any other indemnity provided by the CONTRACTOR, or any other rights or remedies of the UNFPA, under this Contract.

6.1.6 Communication Associated with Security Issues

Operational arrangements on security issues should be confirmed to all stakeholders including the focal points identified under section 9.4 of this Contract through email communication on timely manner.

Article 7: Entry into force and duration of contract

7.1 This Contract shall become effective upon its signature by both Parties.

7.2 The term of this Contract will commence on [insert date] and will remain in force for a period of [...] year(s) unless terminated earlier in accordance with Article ... of UNFPA’s General Conditions for Contracts for the Provision of Services/ Goods and Services/ De Minimis Contracts (Annex 1). [Select the appropriate version]

7.3 All time limits contained in the Contract shall be deemed to be of the essence in respect of the performance of the Services.

7.4 Termination or expiry of this Contract or part thereof will not affect any accrued rights or liabilities of either Party nor will it affect the coming into force or continuation in force of any provision of this Contract which expressly or by implication is intended to come into or continue in force on or after such termination.

Article 8: Amendment

Any modification to this Contract shall require an amendment in writing between both Parties duly signed by the authorized representative of the CONTRACTOR and [include name and position of UNFP staff member- Chief of Procurement for HQ procurements] on behalf of UNFPA or her/his duly authorized representative.
Article 9: Miscellaneous

9.1 UNFPA is committed to preventing, identifying and addressing all acts of fraud against UNFPA as well as third parties involved in UNFPA activities.

9.2 Suppliers perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may lodge a complaint directly to the Chief, Procurement Services Branch at procurement@unfpa.org, who will then make an assessment of the complaint and provide a reply to the Supplier within a week and, if required, advise the Supplier on further recourse.

9.3 No terms or provisions of this Contract will be deemed waived and no breach excused, unless such waiver or excuse is in writing and signed by the Parties giving the waiver or excuse. No consent to, or excuse or waiver of, a breach of this Contract shall constitute a consent to, excuse or waiver of any other subsequent breach.

9.4 Any notice, request or approval required or permitted to be given or made under the Contract shall be made in writing in the English language. Such notice, request or approval, shall be deemed to be duly given or made when it shall have been delivered by either (i) personal delivery against receipt, (ii) recognized overnight delivery service, (iii) postage prepaid, return receipt requested certified mail, (iv) facsimile, or (v) email, addressed to the party or parties for whom intended at the addresses shown below or such other addresses as intended recipient previously shall have designated by written notice previously given pursuant to the Contract.

For UNFPA:

<table>
<thead>
<tr>
<th>Contractual Matters:</th>
<th>Technical / Operational Matters:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name, Title, Branch/ Division UNFPA, Address Tel: Email:</td>
<td>Name, Title, Branch/ Division Name of the CONTRACTOR, Address Tel: Email:</td>
</tr>
</tbody>
</table>
For the CONTRACTOR:

<table>
<thead>
<tr>
<th>Contractual Matters:</th>
<th>Technical / Operational Matters:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name, Title, Branch/ Division UNFPA, Address Tel: Email:</td>
<td>Name, Title, Branch/ Division Name of the Contractor, Address Tel: Email:</td>
</tr>
</tbody>
</table>

9.5 Severability: If any provision of this Contract is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired.

9.6 UNFPA strictly enforces a policy of zero tolerance concerning unethical, unprofessional or fraudulent acts of UNFPA Contractors. Accordingly, any registered company that is found to have undertaken unethical, unprofessional or fraudulent activities, will be suspended or forbidden to continue business relations with UNFPA.

9.7 UNFPA requires that all Contractors observe the highest standard of ethics during procurement and execution of work. Pursuant to this policy, UNFPA defines the terms set forth as follows:

(a) Corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in the execution of a contract;

(b) Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the client, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the client of the benefits of free and open competition.

UNFPA will declare a Contractor ineligible, either indefinitely or for a stated period of time, to be awarded a UNFPA-financed contract/agreement if at any time it determines that the Supplier has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNFPA-financed contract/agreement.

9.8 Contractors, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Division for Oversight Services as well as with any other oversight entity authorized by the Executive Director 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 CONTRACTOR from UNFPA’s list of registered suppliers.

9.9 UNFPA has adopted a zero tolerance policy on gifts and hospitality. In view of this UNFPA personnel is prohibited from accepting any gift, even of a nominal value, including drinks,
meals, food products, hospitality, calendars, stationery, transportation, recreational trips to sporting or cultural events, theme parks or offers of holidays, or and any other forms of benefits. The CONTRACTOR shall not offer any forms of gifts, hospitality or benefits to UNFPA personnel.

9.10 During the validity of this Contract, the CONTRACTOR shall inform UNFPA immediately, by written notice to procurement@unfpa.org, if it is debarred by the World Bank or suspended by any UN organization. Failure to fulfill this requirement will be considered as a breach of agreement and UNFPA reserves the rights to consider invalid any purchase orders issued during a suspension/debarment period.

Vendors listed on any of the following lists are considered ineligible by UNFPA:

- Vendor ineligibility list posted on the United Nations Global Market Place (UNGM).
- UNPD Suspended Vendor List.
- The World Bank’s corporate procurement listing of non-responsible vendors and ineligible firms and individual.
- Security Resolution 1267 List.

9.11 By signing this Contract, the CONTRACTOR agrees that UNFPA is free to share this Contract with other UN Agencies for their use in direct ordering.

9.12 For every Purchase Order, UNFPA shall publish on UNGM (http://www.ungm.org) the following information: Purchase Order Reference Number, Description of the Goods or Services procured, Beneficiary Country, Supplier Name and Country, Contract Value and Issue Date of the Purchase Order. [Delete if not applicable]

9.13 Currently UNFPA is requesting information on environmental policies and other environmental documentation in bids submitted by prospective vendors. In the long run it is UNFPA’s intention to incorporate environmental and social criteria considerations into the evaluation process. It is also UNFPA’s intention over the long-term to request all suppliers to adhere to Global Compact requirements. Therefore, suppliers should begin to research and subscribe to this agreement. For more information or assistance with signing up for the Global Compact, please contact PSB at procurement@unfpa.org.

IN WITNESS WHEREOF, the authorized representatives of the Parties have signed this Contract on the dates set forth below:

For UNFPA

Signature ___________________________  Signature ___________________________

Name ______________________________  Name ______________________________

Title/Date ____________________________  Title/Date ____________________________

(N.B. Each page of the contract is to be initialed)
ANNEX I

GENERAL FOR CONTRACTS:
- PROVISION OF SERVICES (Select the right version as appropriate)
- PROVISION OF GOODS & SERVICES
- DE MINIMIS CONTRACTS

ANNEX II

Terms of Reference (TOR) published with the RFP UNFPA/CPH/YY/XXX

ANNEX III

CONTRACTOR’S TECHNICAL PROPOSAL DATED DATE OF THE PROPOSAL IN RESPONSE TO RFP UNFPA/CPH/YY/XXX INCORPORATED HEREIN BY THIS REFERENCE.

ANNEX – IV

CONTRACTOR’S FINANCIAL PROPOSAL DATED DATE OF THE PROPOSAL IN RESPONSE TO RFP UNFPA/CPH/YY/XXX INCORPORATED HEREIN BY THIS REFERENCE.

ANNEX – V

UNFPA’S RESPONSES TO THE QUESTIONS RECEIVED FROM PROSPECTIVE BIDDERS AGAINST THE RFP UNFPA/CPH/YY/XXX

ANNEX – VI
ANNEX - VII

Template of UNFPA Purchase Order

**UN Population Fund**
Marmorvej 51
P.O.Box 2530
Copenhagen 2100
Denmark
Tel: 0045 4533 5000

**Vendor:**

**Address:**

<table>
<thead>
<tr>
<th>Ln-Sch</th>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>UOM</th>
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**Total PO Amount** USD

**Authorized Signature**

**NOTE:** This Purchase Order is governed by UNFPA General Terms and Conditions, according to Section IV of this bid document or found at [http://www.unfpa.org/resources/unfpa-general-conditions-contract](http://www.unfpa.org/resources/unfpa-general-conditions-contract)