Date: *May,13, 2020*

REQUEST FOR QUOTATION

RFQ Nº UNFPA/EECARO/RFQ/2020/003

Dear Sir/Madam,

UNFPA Regional Office for Eastern Europe and Central Asia (EECARO) hereby solicits a quotation for the following service:

**“To develop a Manual on Papa Schools/Fathers’ Groups, Regional Resource Package and Training Package for health professionals and a Compendium on Effective Fatherhood Programmes”.**

UNFPA requires the provision of services by an international company/organization to design, develop and produce below mentioned products:

1. **Manual on Papa Schools/Fathers’ Groups;**
2. **Regional Resource Package and Training Package for health professionals;**
3. **Compendium on Effective Fatherhood Programmes.**

The services rendered will serve to the “EU4Gender Equality: Together against gender stereotypes and gender-based violence" programme, funded by European Union, implemented jointly by UN Women and UNFPA that covers Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine.

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

1. **About UNFPA**

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

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

1. **Terms of Reference (ToR)**
2. **Background**

UNFPA and UN Women, through support from European Union has recently launched a three-year Joint Programme titled “EU4Gender Equality: Together against gender stereotypes and gender-based violence” to be implemented in Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine at the national and regional levels. Specifically, the programme works towards the following three objectives:

Objective 1. Shifting societal perceptions around gender stereotypes and patriarchal norms which limit women's rights

Objective 2. Men's involvement in the care taking of their children and participation in fathers’ programmes have increased

Objective 3. Social workers (mediators) and CSOs have increased knowledge and tools on how to conduct evidence-based violence prevention programmes targeting perpetrators of domestic violence

It is against this background that UNFPA is seeking to engage the services of a company providing social sector, municipal and health workers to provide strategic leadership on Objective 2. The focus of this assignment will be to lead the overarching methodological and conceptual design of the Papa Schools/Fathers’ Groups component of the programme, including of manual, key tools, resources and training package and provide technical guidance and support to the UNFPA Regional Office for Eastern Europe and Central Asia as well as Country Offices.

The services will be focused on the regional component of the project, with remote and mission support to Country Offices on the 2nd year of the programme.

1. **Development Objectives**

With a long term view, this project component will help define UNFPA’s approach to supporting active parenthood and challenge discriminatory gender norms around the role of fathers, by providing a conceptual framework on principles and standards for the operation of Papa Schools, health workers to engage men in prenatal care and in general guide public and private sector policy makers in the EECA region on how to address gender inequality and engage men at the household and societal levels.

1. **Immediate Objectives**

In the shorter term, the services rendered will provide a range of tools resources and reports to guide UNFPA country offices and the Regional Office in delivering the expected results of the EU-funded project. This will include delivering a number of outputs for the inception period of the project as well as the first year of implementation.

1. **Outputs / Deliverables**

Under overall guidance of the UNFPA ECA RO Gender Adviser and direct supervision of the Programme Manager of EU4GE programme, in collaboration with relevant technical advisors/SRH and UNFPA Country Offices, the company will develop a number of products in order to pave the way for UNFPA’s work on supporting active parenthood and challenge discriminatory gender norms around the role of fathers.

Specifically, the company will be responsible for the following deliverables:

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Deliverables** | **Payment amount** | **Deadline** |
| 1 | A detailed methodology and workplan with timelines for all activities to be conducted during this assignment submitted | 20% of the contract amount | 15-Jun-20 |
| 2 | Manual on Papa Schools/Father’s Groups: | 30% of the contract amount | 31-Jul-20 |
| 1.       Desk review of good practices on Papa Schools from EU countries |
| 2.       Outline of the Manual which should include: |
| -          Principles |
| -          Guidelines |
| -          Building up a PC, technical, administration, supplies, space, etc. |
| -          Services/activities to be provided within Papa Schools, etc., |
| 3.       1 st Draft of the Manual |
| 4.       Final draft that incorporate the feedback received |
| 3 | 1. Resource Package on engaging men in prenatal care | 30% of the contract amount | 15-Sep-20 |
| -        Desk review of evidence-based protocols (according to WHO criteria), resources and data collection tools targeting healthcare professionals in EU countries and globally to engage men in prenatal care; |
| -          Conduct consultations with country offices and make adjustments to protocols for engaging men in prenatal care |
| -          Producing a regional resource package on engaging men in prenatal care that will include protocols, checklists, data collection tools and tip sheets. |
| 2. Training package for health care professionals based on the develop regional resource package |
| -          Training manual to equip health care workers with key concepts of Gender Equality, Men engage in childcare and understanding the role of men in prenatal care and how to practice the men engage in prenatal care by health workers; |
| -         Training manual should include but not limited to: agenda/structure, presentations and any other materials like handouts, ppt, facilitator’s guide, activity guide, Pre- and post-test template and Evaluation etc., |
| 4 | Compendium on Effective Fatherhood Programmes based on the EU countries experience | 20% of the contract amount | 15-Sep-20 |
| -          Outline of the compendium; |
| -          Desk review of good practices and selection of cases studies for the Compendium; |

1. **Activities**

The service provider will have regular meetings/calls with the EECARO Gender Team, Project manager and CO Project Staff. The company is expected to provide thought leadership in the field of practice around gender transformative programming, working with men and boys, fatherhood and masculinity and to share relevant resources and best practices with the project team. This will include relevant resources to be shared through UNFPA’s community of practice (MenEngage platform).

The services will be focused on the regional component of the project, with remote support to Country Offices. It will be home-based with one-trip to Istanbul for consultations.

1. **Inputs**

UNFPA will provide the Contractor with key background materials and information; and will provide the contractor with relevant technical support and advice during the implementation of the tasks.

1. **Timing / Schedule**

The services will be provided for the period of June – October 2020. The specific dates for deliverables are indicated in section 4 above under ‘deliverables’.

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Ozlem Dilara Buyuktas* |
| Tel Nº: | *+90 212 705 36 70* |
| Email address of contact person: | *buyuktas@unfpa.org* |

The deadline for submission of questions is *25-May-2020, 12:00 Istanbul time*. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

1. **Content of quotations**

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

1. Technical proposal, in response to the requirements outlined in the service requirements / TORs.
2. Price quotation, to be submitted strictly in accordance with the price quotation form.

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

1. **Instructions for submission**

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, and are to be sent by email to the address indicated below no later than: *Friday, May 29th 2020 at 17:00 Istanbul Time.*

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Ozlem Dilara Buyuktas* |
| Official Email address of UNFPA EECARO | [eecaro.procurement@unfpa.org](mailto:eecaro.procurement@unfpa.org) |

Please note the following guidelines for electronic submissions to UNFPA EECARO’s dedicated email address:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/EECARO/RFQ/2020/003 – Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
* The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
* When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should you offer require to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA’s email system, please inform Ozlem Dilara Buyuktas, Programme Associate at: [buyuktas@unfpa.org](mailto:buyuktas@unfpa.org).
* Any quotation submitted will be regarded as an offer by the bidder and does not  
  constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

1. **Overview of Evaluation Process**

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

**Technical Evaluation**

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

| Criteria | [A] Maximum Points | [B]  Points attained by Bidder | [C]  Weight (%) | [B] x [C] = [D]  Total Points | |
| --- | --- | --- | --- | --- | --- |
| Technical approach, methodology and level of understanding of the objectives of the project | 100 |  | 20% |  | |
| Work plan/time scales given in the proposal and its adequacy to meet the project objectives | 100 |  | 20% |  | |
| Proven previous experience in developing Manuals, training manuals on  multiple themes specific to areas of gender transformative programming, positive masculinities, men care, unpaid care work, parental leave and men engage in prenatal care and policies related work in EU countries. | 100 |  | 15% |  | |
| Good understanding and capacity to produce high quality analytical documents on gender related products and materials, rigid gender/social norms and Men engage for GE, advocacy, and policies analysis | 100 |  | 30% |  | |
| Profile of the company and relevance to the Project. | 100 |  | 15% |  | |
| *Grand Total All Criteria* | 500 |  | 100% |  |

The following scoring scale will be used to ensure objective evaluation:

|  |  |
| --- | --- |
| **Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted** | **Points**  **out of 100** |
| Significantly exceeds the requirements | 90 – 100 |
| Exceeds the requirements | 80 – 89 |
| Meets the requirements | 70 – 79 |
| Partially meets the requirements | 1 – 69 |
| Does not meet the requirements or no information provided to assess compliance with the requirements | 0 |

**Financial Evaluation**

Price quotes will be evaluated only for bidders whose technical proposals achieve **a minimum score of 70** points in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the quotation. All other price quotes will receive points in inverse proportion according to the following formula:

|  |  |  |
| --- | --- | --- |
| Financial score = | Lowest quote ($) | X 100 (Maximum score) |
| Quote being scored ($) |

## Total score

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

|  |
| --- |
| Total score = [70%] Technical score + [30%] Financial score |

1. **Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract on a fixed-cost basis with duration of June – October 2020 to the Bidder(s) that obtain the highest total score.

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

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

1. **Payment Terms**

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

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

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

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations 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 Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

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

1. **Zero Tolerance**

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

1. **RFQ Protest**

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

1. **Disclaimer**

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

PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/EECARO/RFQ/2020/003 |
| **Currency of quotation :** | USD |
| **Delivery charges based on the following 2010 Incoterm:** | Choose an item. |
| **Validity of quotation:**  *(The quotation must be valid for a period of at least 3 months after the submission deadline* |  |

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Number & Description of Staff by Level | Hourly Rate | Hours to be Committed | Total |
| 1. Professional Fees | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Professional Fees* | | | | | $$ |
| 1. Out-of-Pocket expenses | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Out of Pocket Expenses* | | | | | $$ |
| ***Total Contract Price***  *(Professional Fees + Out of Pocket Expenses)* | | | | | $$ |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/EECARO/RFQ/2020/003 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

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

**ANNEX I:**

**General Conditions of Contracts:**

**De Minimis Contracts**

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