Date: *18 October 2018*

REQUEST FOR QUOTATION

RFQ Nº UNFPA/EECARO/RFQ/2018/001

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Formative assessment of UNFPA peacebuilding practices in selected Arab, Eastern Europe and Central Asian countries”.**

UNFPA requires the provision of a formative assessment with the purpose of the exercise is to conduct an evidence-based, highly consultative and participative analytical reflection of UNFPA’s peacebuilding practices in the Eastern Europe  and Central Asia and Arab State regions. This includes looking at current programming performances as well as structuring and framing the building blocks for Youth, Peace and Security future programme and project design, monitoring and evaluation. The assessment will be transparent, inclusive, and conducted in a participatory manner. The assessment will utilize mixed methods and draw on quantitative and qualitative data. The assessment will also utilize a theory-based approach taking into consideration UNFPA strategic and planning documents, and other relevant documents.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform in the selected countries, 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)

**II – Service Requirements/Terms of Reference (ToR)**

**Objectives and scope of the Services**

# Background information

Sustaining peace has long been an integral part of United Nations Population Fund (UNFPA) work on the ground. In December 2015 the UN Security Council Resolution 2250 on Youth, Peace and Security was adopted and, it was followed up by UN Security Council Resolution 2419 in June 2018. The resolution affirms the important role young women and men can and do play in the prevention and resolution of conflicts.

The Sustainable Development Goals and the UN Secretary General place an increased emphasis on peace-building and for the UN to see the 3 pillars of Human Rights, Peace and Development as an interlinked coherent whole. UNFPA’s new Strategic Plan 2018 – 2021 is aligned to the Sustainable Development Goals and makes explicit reference to Goal 16 (Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels). One of the strategies for outcome 2 is to “obtain recognition for young people as positive agents of change, including in humanitarian action, sustaining peace and resilience issues; and Output 8 is “Young people have opportunities to exercise leadership and participate in sustainable development, humanitarian action and in sustaining peace“. The strategic plan emphasize “that development is a central goal in itself, and that in countries in conflict and post-conflict situations, the development work of the entities of the United Nations development system can contribute to peacebuilding and sustaining peace, in accordance with national plans, needs and priorities, and respecting national ownership. “ Among the Strategic Plans principles of change management is “Strengthening cooperation and complementarity among development, humanitarian action and sustaining peace.”

In the Arab and Eastern European and Central Asian region, the relevance of the peace and security agenda is higher than ever. Several conflicts, ranging from frozen to active affects Arab, Eastern European and Central Asian countries.  as well as the bordering countries.

The United Nations Population Fund Eastern Europe and Central Asian Regional Intervention Action Plan 3rd intervention strategy under Outcome 2 is to: “Develop, pilot and share models and concepts for UNFPA to engage on youth, peace and security and establish a community of practice” The logic is “…following the lead of the United Nations Secretary General, and the enhanced focus in the strategic plan of UNFPA, the Eastern European and Central Asia regional office will support country offices to engage in peacebuilding around Security Council Resolution 2250 on Youth, Peace and Security by establishing a community of practice, broker technical assistance and support lessons learned and develop concepts on UNFPA in-country engagement on peacebuilding. At the same time, the regional office will engage at regional level to enhance the UNFPA name as a peacebuilding agency, and facilitate regional cooperation between UNFPA and partners on peacebuilding, with a special focus on the young population”.

The United Nations Population Fund Arab states Regional Intervention Action Plan Output 2.2 aims at increased leadership and participation of adolescents and youth, including to promote peace and security. The aim will be realized through a regional strategy, partnerships - including support to youth networks, support to UNFPA country offices and documentation and exchange of best practices on Youth, Peace and Security.

While UNFPA in different countries has developed capacities and experiences to build and sustain peace, there is a need to better understand how UNFPA's mandate contributes to building and sustaining peace on the ground, and develop the regional capacity to fully implement the new aspirations of UNFPA’s Strategic Plan and the Regional Intervention Action Plans.

# Assessment purpose and objectives

The purpose of the exercise is to conduct an evidence-based, highly consultative and participative analytical reflection of UNFPA’s peacebuilding practices in the Eastern Europe and Central Asia and Arab State regions. This includes looking at current programming performances as well as structuring and framing the building blocks for Youth, Peace and Security future programme and project design, monitoring and evaluation.

This exercise has the following three interrelated objectives:

* Analyse and develop an understanding of how UNFPA’s mandate contribute to the Youth, Peace & Security Agenda, including  sustaining peace, peacebuilding and preventing violent extremism, and how delivering on these agenda can be essential for delivering on UNFPA’s mandate.
* Identify good practices to develop stories that can show-case UNFPA work on the sustaining peace, peacebuilding and Youth, Peace and Security Agendas.
* Provide key learning, inputs and concrete recommendations from current programs and projects to inform future programme and project design and resource mobilization.

# Assessment approach and methodology

The assessment will be transparent, inclusive, and conducted in a participatory manner. The assessment will utilize mixed methods and draw on quantitative and qualitative data. The assessment will also utilize a theory-based approach taking into consideration UNFPA strategic and planning documents, and other relevant documents.

The assessment has the following three inter-related components.

Component 1- assess current programming by applying assessment criteria. The assessment will assess the relevance, effectiveness, efficiency and sustainability criteria and the analysis will be structured around an assessment matrix to be developed during the assessment inception phase. The assessment will seek to answer the following assessment questions .

* RELEVANCE
  + EQ1: Relevance towards the sustaining peace, peacebuilding and Youth, Peace and Security Agendas. To what extent did the current initiatives contribute to the sustaining peace, peacebuilding and Youth, Peace and Security Agendas?
  + EQ2 Relevance towards the sustaining peace, peacebuilding and Youth, Peace and Security Agendas. To what extent was the initiatives based on a conflict analysis and to what extent do the initiatives respond to the challenges?
  + EQ3. Internal and external coherence. To what extent were the initiatives coherently designed and aligned with the main strategic frameworks of UNFPA?
* EFFECTIVENESS
  + EQ3 Impact on mandate. To what extent has the programme contributed to develop solutions with chances of impact and progress towards sustaining peace, peace building and Youth, Peace and Security?
* EFFICIENCY
  + EQ4 Use of resources. To what extent were synergies sought and realized between the sustaining peace, peacebuilding and Youth, Peace and Security Agendas other initiatives implemented by the selected UNFPA Country Offices?
* SUSTAINABILITY
  + EQ4 Sustainability of solutions. To what extent does the solutions implemented built on either in-country of cross country experiences, evidence and learning and to what extent does the lessons from the implementation of the solution contribute to consolidate, be replicated and scaled up?

Component 2- Programme theory of change development. The development of programme theory of change exercise will provide an understanding of how UNFPA’s mandate contributes to the sustaining peace, peacebuilding and Youth, Peace and Security Agendas and the results framework for the future programming.

Component 3 Benchmarking exercise. The benchmarking exercise will provide insights on how other agencies have designed implemented, monitored and evaluated similar interventions. The benchmarking will provide inputs and evidence to aspects of the M&E Framework, such as how to frame it, and how to measure it.

# Assessment Scope

The scope of the assessment varies depending on the assessment component and on the data collection tools. The scope of the review, component 1, is the current UNFPA programme in 4-6 countries, half of them from the Eastern Europe and Central Asia region, the other half from the Arab State region. The scope of the benchmarking, component 2, and the scope of the programme theory of change, component 3, is UN agency with mandate related to UNFPA and 3 selected relevant CSOs

# Assessment process

The assessment will include 4 main phases, each with distinct milestones and deliverables.

Inception phase - Desk review of relevant documentation and preliminary meetings with key stakeholders. - Development of a stakeholder map. - Delivery of draft inception report detailing the proposed design of the assessment and methodological approach including timeframes for deliverables and selection of cases.

Data Collection Phase - Stakeholder interviews/ focus groups/ surveys with UNFPA and other UN staff and partners

Reporting Phase - On the basis of the data collection and analysis, the assessment team will prepare a draft assessment report for review and feedback managed by the UNFPA Regional Office for Eastern Europe and Central Asia. The assessment team will prepare a final report taking in account the feedback.

Management Response and Dissemination Phase - Programme management will prepare a management response to the recommendations contained in the report.

# Timetable and Deliverables

**Key milestones and payments**

|  |  |  |
| --- | --- | --- |
| Milestone | Indicative date | Payment |
| Document review | 14 Nov 18 | 40 % |
| Inception report |
| Field data collection | 22 Dec 18 | DSA, ticket |
| Draft report | 7 Feb 19 | 60 % |
| Final report | 7 Mar 19 |

**Deliverables**

The deliverables will include the following:

* Inception report;
* Show-cases (4-6);
* Powerpoint presentation of inception report;
* Draft and final assessment report;

# Service provider profile

Within the team delivering the assessment, the following qualifications should be present:

* Advanced degree at minimum masters level in social sciences, political sciences, economics or related fields
* Minimum 10 years of experience of conducting evaluations, assessments or research  in the field of development aid and/or peacebuilding for UN agencies and/or other international organizations in the position as lead consultant or team leader.
* Peacebuilding field experience
* Demonstrated ability and knowledge to collect and analyze qualitative and quantitative data;
* Knowledge of demographic, political, social and economic conditions in the Arab State and/or Eastern Europe Central Asia region. (preferable);
* Familiarity with UNFPA or UN programming;
* Excellent writing and communication skills;
* Excellent command of both spoken and written English is required; knowledge of Arabic or Russian is advantage.

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Ms. Karlygash Mizanova* |
| Tel Nº: | *+7 727 258 26 43* |
| Fax Nº: | *+7 727 258 26 43* |
| Email address of contact person: | *mizanova@unfpa.org* |

The deadline for submission of questions is 1 November 2018, 6:00 pm Istanbul, Turkey time (GMT+3). Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

1. **Content of quotations**

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

1. Technical proposal, in response to the requirements outlined in the 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 III above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below no later than : 1 November 2018, 6:00 pm Istanbul, Turkey time (GMT+3) [[1]](#footnote-1).

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Ms. Karlygash Mizanova* |
| Email address of contact person: | *mizanova@unfpa.org* |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/EECARO/RFQ/2018/001 – Formative assessment of UNFPA peacebuilding practices in selected Arab, Eastern Europe and Central Asian countries. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
* The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

1. **Overview of Evaluation Process**

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

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

1. **Award Criteria**

UNFPA shall award a Professional Service Contract on a fixed-cost basis to the lowest-priced technically acceptable offer.

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

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

1. **Payment Terms**

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

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

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

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the 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 Mr. Ian McFarlane, Deputy Regional Director, UNFPA Regional Office for Eastern Europe and Central Asia at mcfarlane@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, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

1. **Disclaimer**

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

PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | RFQ Nº UNFPA/EECARO/RFQ/2018/001 |
| **Currency of quotation:** | USD |
| **Validity of quotation:**  *(The quotation shall be valid for a period of at least 3 months after the submission deadline.)* |  |

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Number & Description of Staff by Level | Hourly Rate | Hours to be Committed | Total |
| 1. Professional Fees | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Professional Fees* | | | | | $$ |
| 1. Travel expenses | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Out of Pocket Expenses* | | | | | $$ |
| ***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 Nº UNFPA/EECARO/RFQ/2018/001 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)

<https://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20EN.pdf>

1. <http://www.timeanddate.com/worldclock/city.html?n=69> [↑](#footnote-ref-1)