REQUEST FOR QUOTATION
RFQ Nº UNFPA/EECARO/RFQ/21/001

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Technical support on gender-responsive family policies in the private and public sectors”

UNFPA requires the provision of Private Sector and Public Policy Expert(s)/consultancy services to provide technical support on gender-responsive family policies in the private and public sectors to support the implementation of the private sector components of the two programmes implemented by the United Nations Population Fund.

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

I. 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

II. Service Requirements/Terms of Reference (ToR)

Kindly refer to the attached Terms of Reference, Annex II.

II. Questions

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

Name of contact person at UNFPA: To: Filiz Karanfil, Admin Associate
Cc: Sevcan Hacılar, Programme Associate (hacilar@unfpa.org)
Tel Nº: +90 5549039992
Email address of contact person: Filiz Karanfil, Admin Associate (karanfil@unfpa.org)

The deadline for submission of questions is 01 April 2021, 5 pm Istanbul time, GMT +2 hrs. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

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

**a)** Technical proposal, in response to the requirements outlined in the service requirements / TORs, Annex II.
- The technical proposal should include the following:
  - Proposed methodology and flow for the development of the deliverables
  - Detailed list of services/products to be delivered as part of the proposal;
  - Company profile
  - Personnel - profile (CVs), roles and responsibilities and materials needed
  - Proven experience of implementing similar projects

**b)** 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.

**IV. 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, and are to be sent by email to the contact person indicated below no later than 05 April 2021, 5 pm Istanbul time, GMT +2 hrs.¹

<table>
<thead>
<tr>
<th>Name of contact person at UNFPA:</th>
<th>Filiz Karanfil, Admin Associate</th>
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<tbody>
<tr>
<td>Email address of contact person:</td>
<td><a href="mailto:karanfil@unfpa.org">karanfil@unfpa.org</a></td>
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</table>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: RFQ Nº UNFPA/EECARO/RFQ/21/001 – Technical support on gender-responsive family policies in the private and public sectors. 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.
- 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.

**V. 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.

**VI. 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 to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

VII. 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.

VIII. 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.

IX. Fraud and Corruption
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. 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.

X. 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.

XI. RFQ Protest
Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Alanna Armitage, Regional Director of UNFPA Regional Office for Eastern Europe and Central Asia at armitage@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.

XII. 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/21/001
**Currency of quotation:** USD
**Delivery charges based on the following 2010 Incoterm:** Choose an item.
**Validity of quotation:** (The quotation shall be valid for a period of at least 3 months after the submission deadline.) 3 months

- Quoted rates must be **exclusive of all taxes** (eg VAT) and in USD.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Cost breakdown of each deliverables</th>
<th>Description of resources</th>
<th>Unit cost</th>
<th>Number of unit</th>
<th>Total (in USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Deliverable 1:</td>
<td>i.e. professional fee; material; equipment</td>
<td>(i.e. type of material, staff level and role; technical specs)</td>
<td>(i.e daily rate; cost)</td>
<td>(i.e. days; quantity)</td>
<td>$$</td>
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| 2. Deliverable 2: | | | | | $$
| | | | | | 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/21/002 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.**

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<tr>
<th>Name and title</th>
<th>Date and place</th>
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</table>
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, Spanish and French.
ANNEX II:
Terms of Reference

I. 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.

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II. Terms of Reference (ToR)

Objectives and scope of the Services

Background information

UNFPA has been promoting and implementing family-friendly policies, in the private sector and in the national legal framework, as a means to support women to fulfill their career and fertility aspirations. To that end, UNFPA has been implementing two pilot projects, the Parentsmart Employers’ project in Belarus, and the Expanding Choices project in Albania, Kosovo and Moldova.

With support from the Austrian Development Agency, UNFPA is implementing Expanding Choices, a three-year programme which focuses on gender-responsive family friendly policies through private sector and government engagement in Kosovo, Moldova and Albania. Specifically, the programme works towards the following four outcomes:

1. Targeted governments, private sector actors and CSOs at regional and country/territory levels have increased knowledge, evidence and tools on gender-responsive family policies so that good practices can be replicated in government and private sector activities.

2. The private sector has improved understanding of the value of gender-responsive family policies, the link to gender equality and business outcomes. Champion companies in each focus country commit to/start implementing gender-responsive family policies and actions.

3. An increasingly supportive enabling environment for gender equality and gender-responsive family practices through public campaigns, communications and engagement with business associations.

4. Improved understanding and commitment to gender-responsive family policies by Governments.

With the support from the Swedish International Development Cooperation Agency (SIDA) Belarus CO is implementing the Parentsmart Employers’ initiative, which focuses on gender-responsive family friendly policies through private sector and government engagement in Belarus. Specifically, the initiative works to create best practices and evidence of benefits of gender responsive policies at the workplace, to facilitate awareness raising among employees and employers on the benefits from gender-responsive family interventions.

It is against this background that UNFPA is seeking to engage the services of a company providing Private Sector and Public Policy Expert(s) to provide strategic leadership on gender-responsive family policies in the private and public sectors. The focus of this assignment will be to provide technical support for the implementation of the private sector components of the two programmes. Specifically, this will include:

- Supporting the rolling-out and implementation of the family-friendly workplace model in the Expanding Choices project.
- Providing technical expertise for the public sector component of the Expanding Choices project.
- Supporting the implementation of the Parentsmart Employer model by the private sector companies in Belarus.
● Providing technical expertise for the private sector component of the project Advancing Gender Equality in Belarus.

The assignment will be home-based.

**Development objective(s)**

With a long term view, these projects will help define UNFPA’s approach to supporting gender-responsive family policies, by providing a conceptual framework that will enable UNFPA and partners to work with the private sector and governments to promote these policies.

**Immediate objective(s)**

In the shorter term, the services rendered will provide COs and their partners the support and coaching required to implement the model and accompanying tools to deliver the expected results of the Austria-funded project and SIDA-funded initiative in Belarus. This will include conducting a number of training sessions, as well as knowledge sharing events.

**Outputs / Deliverable(s)**

The deliverables cover the two separate projects, with a couple of deliverables to be done jointly for both projects. The cost of the deliverables will be shared between the two projects.

**Joint deliverables**

1. Webinar on gender-responsive national family policies
   - Develop the agenda and session plan for the webinar - by March 2021
   - Facilitate the live event components - by May 2021
   - Edit and package the webinar as a series of videos that can be used as knowledge products and advocacy/awareness materials - by June 2021

**Deliverables for the Expanding Choices project:**

2. Training and coaching for UNFPA, implementing partners and champion companies on using the FFW toolkit - first set by June and second set by November 2021
3. Provide on-going technical support and fine-tuning of tools when needed, and join meetings and workshops as requested - by November 2021

**Deliverables for the Belarus project:**

A series of workshops and thematic sessions (online or offline) to support piloting and integration of parental leave programme and programme for working parents in Belarusian companies. Deliverable would be just for UNFPA Belarus:

4. Parentsmart Employers introduction webinars - April and September 2021
5. Workshops focusing on Parentsmart Parental Leave Programme for newly involved private sector companies, including introductory workshop, training for identified by companies coaches and follow up meetings - by June 2021
6. Workshops on how to engage managers in promotion of Parentsmart Employer model, including training for identified by companies coaches and follow up meetings - by April 2021
7. Workshops focusing on Parentsmart Programme for working parents - first one by March 2021, and second one by October 2021
8. Two interactive online discussions (with participation of Swedish companies) on Parentsmart Programmes in IT and telecommunication sectors - by April 2021
9. Provision of technical expert support for programme implementation and individual company support as requested - by November 2021

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<thead>
<tr>
<th>Deliverables</th>
<th>Deliverables due date</th>
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<tr>
<td><strong>Joint:</strong></td>
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<tr>
<td>Agenda and session plan for the webinar;</td>
<td>May 1st</td>
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<tr>
<td><strong>ParentSmart Employers Initiative:</strong></td>
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<tr>
<td>First workshop for working parents; first Parentsmart Employers introductory webinar; set of trainings on engaging managers; two interactive online discussions</td>
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<tr>
<td><strong>Joint:</strong></td>
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<tr>
<td>Webinar; videos from webinar;</td>
<td>August 1st</td>
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<tr>
<td><strong>Expanding Choices:</strong></td>
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<tr>
<td>First set of trainings on FFW toolkit;</td>
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<tr>
<td><strong>ParentSmart Employers Initiative:</strong></td>
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<tr>
<td>ToT course on Parentsmart Parental Leave Programme</td>
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<tr>
<td><strong>Expanding Choices:</strong></td>
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<tr>
<td>Second set of trainings on FFW toolkit; workshops/meetings;</td>
<td>November 1st</td>
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<tr>
<td><strong>ParentSmart Employers Initiative:</strong></td>
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<tr>
<td>Second workshop for working parents; second introductory webinar</td>
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<tr>
<td><strong>ParentSmart Employers Initiative:</strong></td>
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<tr>
<td>Technical support provided</td>
<td>December 1st</td>
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The work will be delivered electronically. Delivery dates indicated above. Please note, these draft versions of these above deliverables to be circulated to UNFPA EECARO/UNFPA Belarus staff for feedback and approval ahead of deliverable due date (timeline to be jointly decided). Dates are subject to change upon mutual agreement between UNFPA and the company.

**Activities**

The service provider will have regular meetings/calls with EECARO Gender Team, Regional Resource Mobilization and Partnerships Advisor, CO Project Staff and donor (as required). For activities foreseen for Belarus the service provider will have regular meetings/calls with the Belarus CO Programme Analyst on Gender, Partnership Specialist, CO Staff (if required). The company is expected to provide thought leadership in the area of family friendly policies and to share
relevant resources and best practices with the project team. This will include sharing relevant resources related to gender-responsive family policies to be shared through UNFPA’s community of practice (MenEngage platform).

**Timing / Schedule**

The services will be provided for the period of January to December 2021. The specific dates for deliverables are indicated in section above on ‘outputs/deliverables’.

**Price range**

Estimated project budget allocated for these deliverables is between USD25,000 - 37,500.