Date: 08/02/2021

REQUEST FOR QUOTATION

RFQ Nº UNFPA/MMR/RFQ/21/001

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

*Dissemination of Comprehensive Sexuality Education key messages to young key populations through short animated videos and discussion guide as a communication tool, and strengthening of referral pathways for linkages with service providers*

UNFPA requires the provision of the service as per below mentioned ToR.

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

1. **About UNFPA**

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every childbirth 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)**

**Background**

UNFPA, the United Nations Reproductive Health Fund, is the lead UN agency for delivering a world

where every pregnancy is wanted, every birth is safe, and every young person’s potential is

fulfilled. UNFPA is the lead UN agency for sexual and reproductive health and gender-based violence interventions in Myanmar, with field offices in six locations, including Kachin, Northern Shan and Kayin. The field offices support the integrated service delivery of Sexual and Reproductive Health and Rights (SRHR), including HIV, and Gender Based Violence (GBV) prevention and response programming across humanitarian, development and peacebuilding nexus. The work is to support strengthened service delivery, greater coverage as well as leveraging social norm change at the community level, to give effect to evidence based policy and law development to achieve women’s human rights at the national level.

Young Key Populations (YKP) are at increased vulnerability for HIV infection and face stigma and discrimination on accessing services and information. Prevalence data indicates that conflict affected states are also among those with the highest HIV rates prioritized in the National Strategic Action Plan on HIV and AIDS. In order to tackle the issue, UNFPA has developed 12 video clips containing key messages on SRHR for the YKPs, through the financial support of Joint UN Programme of HIV/AIDS (UBRAF).

By using the developed video clips, UNFPA carried out pilot awareness raising among YKPs for the dissemination of SRHR key messages in three conflict affected states (Kachin, Northern Shan and Mon). The dissemination of key messages were conducted through peer educators of Myanmar Youth Stars (MYS) in Myitkyina, Lashio and Mawlamyine. With the situation of COVID-19, MYS changed the modality of conducting education session from physical session to online session. After successful pilot findings in 2019-2020, UNFPA will continue education activities among YKPs in the same States. The goal of the project is to ensure that YKP in the named areas have access to sexual and reproductive health information, as well as non-stigmatized services. In 2021, UNFPA will enhance the awareness raising activities either in person or online depending on COVID-19 situation and strengthen the referral pathways for YKPs through effective coordination.

**Development objective**

The service provider will be focusing on HIV prevention among YKP through an awareness raising programme focused on YKP’s rights to access to ASRH (adolescents sexual and reproductive health) information and services in 3 ethnic areas.”

**Immediate objective**

The service provider will lead awareness raising efforts to disseminate key messages on SRHR to YKPs and work with UNFPA and other relevant stakeholders to strengthen referral pathways and improved support from GBV and MHPSS service providers through coordination and consultation in three targeted states.

The approach will include planning and preparation, implementation, monitoring and follow-up of the awareness raising and engagement with YKP networks as well as with the work to expand appropriate support available through service providers on the referral pathway.

**Outputs/ deliverables**

The service provider is expected to produce the following outputs:

* Peer education sessions in three States (Kachin, Northern Shan, Mon States) for at least three sub-groups of YKPs (drug users, sex workers, and MSM, and transgender) organized and conducted reaching at least 500 YKP
* Gender sensitive, safe and non-stigmatized referral pathways is revised and strengthened
* Report including monitoring of peer education sessions to measure changes in knowledge, attitudes and practices as a result of the sessions
* Recommendations for future use of video and increase service coverage
* A minimum of 250 YKPs referred for SRHR services

**Activities**

The activities include but are not necessarily limited to the following tasks.

|  |  |  |
| --- | --- | --- |
| **Activities** | **Deliverables** | **Timeframe** |
| Initial meeting with UNFPA and preparation to understand assignment needs and assignment related timelines, including the detailed budget and reporting requirements. | Detailed implementation plan | End of Jan  2021 |
| Coordination Meeting with UNFPA Focal Persons, and relevant actors from the field for development and strengthening of referral pathway in 3 townships | Referral Pathways developed for YKP in each State | Feb – March 2021 |
| Capacity Building Training | Report for training sessions to YKP focal points and Peer Educators | Feb-Mar 2021 |
| Conducting Health Education Sessions by Peer Educators as well as provide referral support to beneficiaries who need SRHR services in other organizations, and get feedbacks on quality of service provision | Report including YKPs participating in awareness raising sessions and information on those who are referred | March -Dec 2021 |
| Monitoring and Supervision | Quarterly monitoring reports highlighting priorities for ongoing follow up support and supervision, and final annual reporting. | Q1- 15 April  Q2- 15 July  Q3- 15 Oct- 2021 |

**Inputs: Contributions from UNFPA**

UNFPA will provide coordination and technical support to the contractor through the country office team and field offices in Myitikyina, Lashio and Hpa-An. UNFPA will share the results of MHPSS needs assessments among LGBTQI that will be conducted in early 2021, in order to integrate more MHPSS portions in the activities. Other technical resources will be shared by UNFPA as relevant. Videos previously produced for YKPs and guidance materials will also be shared by UNFPA.

Contribution from the Contractor

The contractor will provide the staff and the material needed (except for videos, discussion guidelines and tablets for peer educators) for peer education sessions, trainings, workshops and coordination meetings. This includes arrangements of venues for workshops, trainings and peer education sessions as well as potential computers, other supplies, and premises to work on. The contractor will also provide the reports as per the agreed deliverables.

**Timing**

The total duration of the contract is 11 months (from 1 February 2021 to 31 December 2021), and the contact is expected to sign at the end of January 2021. The final report is due by 15 January 2022.

**Required Expertise and Qualifications**

The provider, an organization, must offer the following demonstrated experience, knowledge and competencies, and have in-depth understanding of the key health and social issues around key populations in Myanmar:

* The organization must be registered under the current act of Myanmar
* Proven experience in working with key populations, especially young key populations
* Good understanding of Myanmar Health Sector, MoHS, in particular working experience with National AIDS Programme
* Demonstrated knowledge and networks with other organizations working for key populations
* Experience of working in fragile context, with the demonstrated ability to deliver the desired outputs
* Experience of capacity building to peer volunteers
* Proven organizing and facilitation skills with diverse people and varied stakeholders
* Excellent writing and reporting skills

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Toe Naing* |
| Tel Nº: | *095 1 546309* |
| Fax Nº: | *095 1 546029* |
| Email address of contact person: | *naing@unfpa.org* |

The deadline for submission of questions is 11 February 2021, 17: 00 Myanmar Time. 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 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 III above, along with a properly filled out and signed price quotation form, and are to be sent by email to email indicated below no later than 15 February 2021, 12:00 Myanmar time.

|  |  |
| --- | --- |
| Email address for submission: | *bids.myanmar@unfpa.org* |

Please note the following guidelines for electronic submissions:

**The following reference must be included in the email subject line:**

RFQ Nº UNFPA/MMR/RFQ/21/001

*Dissemination of Comprehensive Sexuality Education key messages to young key populations through short animated videos and discussion guide as a communication tool, and strengthening of referral pathways for linkages with service providers*

* 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.

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**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Profession Service Contract to the Bidder that obtain 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 the UNFPA Head of the Business Unit, Mr. Ramanathan Balakrishnan (balakrishnan@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:** | UNFPA/MMR/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.)* |  |

* 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/MMR/RFQ/20/018 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)