



Date: 13/07/2021

REQUEST FOR QUOTATION RFQ N° UNFPA/MMR/RFQ/21/006

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

Field testing of Protection Against Sexual Exploitation and Abuse (PSEA) awareness materials with communities and strengthening access to complaints mechanisms.

This Request for Quotation is open to all legally constituted companies that can provide the requested service and have legal capacity to perform in Myanmar, 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 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](https://www.unfpa.org)

II – Service Requirements/Terms of Reference (ToR)

Background

UNFPA 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 and UNWomen are co-chairs of the Myanmar Network for the Protection against Sexual Exploitation and Abuse (PSEA) and UNFPA currently holds the rotating mantle of global PSEA champion for the United Nations.

In Myanmar, a PSEA Network has been functioning under the Humanitarian Country Team since 2018. In 2020, inter-agency funds were available to conduct research into community knowledge on PSEA and produce awareness-raising materials on PSEA. These awareness-raising materials were produced in response to a shift in programming approaches due to COVID-19 and were developed without consultation with communities due to the urgency in addition to limited physical interactions with communities. There is a need to ensure that community members, particularly different sectors such as women, men, boys, girls, people with disabilities and LGBTIQ people are able to understand these concepts and how to report an allegation.

Research conducted by ActionAid Myanmar in 2020 highlights the fact that internally displaced people in Kachin and Northern Shan States in addition to young people living in conflict areas have a low understanding of SEA.¹ The report also highlights the fact that survivors are reluctant to report allegations due to concerns of confidentiality and not knowing where to report.

¹ Final report forthcoming. Preliminary findings presented at PSEA Network meeting, April 2021.

Therefore, the goal of this activity is to improve the quality and efficacy of PSEA awareness raising materials and methodologies in Myanmar. The project involves testing the materials with targeted groups (that is, women, older people, and people with disabilities) among affected populations in conflict-affected states in Myanmar. Testing should also be done with humanitarian and development actors. The results of the testing will then inform the revision or development of revised and expanded materials, (available in local languages according to community preferences assessed through research) as well as tip sheets for aid workers available in English and Burmese on effective communication with communities on SEA. All resources would be available to all actors in Myanmar for production and dissemination. Materials developed should also include information on how to report, according to preferences as expressed by different groups. Given the current political situation in Myanmar in addition to the switch to remote programming following COVID-19 movement restrictions, the research should also explore how to promote reporting methods that are both preferred, confidential and accessible.

Development objective

The service provider will be focusing on adapting awareness-raising materials and methodologies with conflict-affected populations in 4 conflict-affected states/regions in Myanmar to ensure that aid beneficiaries understand what constitutes SEA and how to report an allegation.

Immediate objective

The service provider will lead awareness-raising efforts to disseminate key messages on SEA with 3 different target groups (women, older persons/community elders, and persons with disabilities) and adapt existing awareness-raising tools (e.g. IEC materials developed by the PSEA Network such as the comic book, pamphlet, community posters and video) so that the target audience engages with and understands the content. This will be achieved through consultation with communities and key informant interviews, including possibly with humanitarian and development NGO staff, in the 4 states/regions. The consultations should also include issues related to preferences for reporting mechanisms.

The number of target groups has been reduced from the initial MHF proposal document due to the time available to complete the project and also in consideration of UNICEF's plans to test IEC materials in child-friendly spaces and temporary learning spaces, therefore covering girls and boys. The sub-group of men has been taken out of the project due to the fact that engaging men is difficult due to work commitments during usual office hours. SEA data also indicates that men are less likely to be victims of SEA. The target group of older persons has been included in the testing due to the fact that research indicates that older people and community elders may often take on care roles in the community and may also be trusted sources of information.

The approach will include field testing, adaptation, monitoring and follow-up of the awareness raising and engagement with conflict-affected communities in addition to production of a final package of tailored awareness-raising materials together with a tip-sheet on how to use them. The tip-sheet should be designed so that any field staff (e.g. monitoring and reporting officer, WASH community outreach officer, etc) can follow it to engage with affected communities to increase knowledge of SEA.

Technical input on the needs and the response for people with disability (PWD) may be provided by a third party such as a Disabled Person's Organisation (DPO) through consultations at the design stage of field testing and upon the completion of the draft report of recommendations. The nature of the collaboration with the DPO should be included in the proposal.

Outputs/ deliverables

The service provider is expected to produce the following outputs:

- Focus-group discussions in 4 conflict-affected states (Rakhine, Kachin, Northern Shan and Kayin) with women, older people, and persons with disabilities to test available awareness-raising materials already developed by PSEA Network and its members, reaching at least 150 people.
- A list of recommendations to edit and/or improve the awareness-raising materials for each different target group.
- Development of simple tip-sheet that can be easily understood by any aid worker.
- Development of simple questionnaire to test community knowledge of SEA that can be used and adapted by any PSEA Network member to assist monitoring.

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 and agreement on what materials to be tested.	Detailed implementation plan	August 2021
Meeting with disabled people's organization(s) and/or disability specialist to agree on approach to ensure disability inclusion and what materials should be tested.	Meeting minutes	August 2021
Outreach to partners and training of staff	Report of training sessions	September-November 2021
Development of questionnaire for focus group discussions with inputs from UNFPA	Questionnaire developed	November 2021
Conducting FGDs with target groups disaggregated by age, sex, ethnicity, and disability status, and also with humanitarian/development staff if relevant.	Report of findings including suggestions for revision of materials	December 2021 – February 2022
A list of recommended revisions to the awareness-raising materials for each target group including translation into ethnic languages where relevant	List of recommendations for each target group	March 2022
Development of tip sheet on how to use awareness-raising materials	Tip sheet developed in English and Burmese	March 2022
Development of simple survey to test community knowledge of SEA	Survey developed in English and Burmese	March 2022

Inputs

Contributions from UNFPA

UNFPA will provide coordination and technical support to the contractor through the country office team and field offices in Myitkyina, Lashio, Sittwe and Hpa-An. UNFPA will also provide technical guidance and input through the PSEA Network Coordinator and Co-Chair. Through the research and testing, should there be any need to refer a complaint of SEA, UNFPA will support referral through GBV referral mechanisms.

Contribution from the Contractor

The contractor will provide the staff and the material needed for staff training and community focus-group discussions, including the possibility of conducting remote discussions if necessary. The contractor will also arrange for translators/staff to conduct FGDs in relevant ethnic languages. The contractor will also provide the reports as per the agreed deliverables and translation of awareness materials in ethnic languages where necessary and agreed upon with UNFPA. The contractor will provide the final awareness materials package which may include audio, video and visual content and is responsible for the production costs associated with any revisions.

Timing

The total duration of the contract is 7 months (from 1 August 2021 to 31 March 2022), and the contract is expected to sign at the end of July 2021. The final report is due by 31 March 2022.

Required Expertise and Qualifications

The provider, an organization, must offer the following demonstrated experience, knowledge and competencies, and have in-depth understanding of PSEA and gender issues around conflict-affected communities in Myanmar:

- The organization must be registered under the current act of Myanmar
- Proven experience in working with conflict-affected communities and conducting focus-group discussions on sensitive topics
- Excellent understanding of gender issues and PSEA including barriers to reporting in Myanmar
- Demonstrated knowledge and networks with other organizations working with conflict-affected communities
- 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

II. Questions

Questions or requests for further clarifications should be submitted in writing to [Mr Toe Naing at naing@unfpa.org](mailto:Mr_Toe_Naing_at_naing@unfpa.org)

The deadline for submission of questions is **29 July 2021, 12: 00 PM Myanmar Time**. 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.
- 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 bids.myanmar@unfpa.org no later than **27 July 2021, 12:00 PM Myanmar time**.

Please note the following guidelines for electronic submissions:

The following reference must be included in the email subject line: **RFQ N° UNFPA/MMR/RFQ/21/006**

- 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 (**ToR: Required Expertise and Qualifications**) 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 Profession Service Contract to the Bidder 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, 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.

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 N°:	UNFPA/MMR/RFQ/21/006
Currency of quotation:
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					
<i>Total Professional Fees</i>					
2. Out-of-Pocket expenses					
<i>Total Out of Pocket Expenses</i>					
<i>Total Contract Price</i> <i>(Professional Fees + Out of Pocket Expenses)</i>					

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/21/006 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](#), [Spanish](#) and [French](#)