



Date: 27<sup>th</sup> July 2021

**REQUEST FOR QUOTATION  
 RFQ N° UNFPA/BKK/RFQ/21/004**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**‘Provision of Service for Big Data Study for Harmful Practices in Asia’**

UNFPA requires the ‘**Provision of Service for Big Data Study for Harmful Practices in Asia**’. Details of the required services and the selection criteria can be found from the below Terms of Reference (TOR).

This Request for Quotation is open to all legally-constituted companies that can provide the requested products/services and have legal capacity to deliver the goods/perform the service to The United Nations Population Fund Asia and Pacific Regional Office (UNFPA APRO), 4th Floor United Nations Service Building, Rajdamnern Nok Avenue, Bangkok, 10200 Thailand.

**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) as ANNEX II**

**III. Questions**

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

Name of contact person at UNFPA:	<i>Ms. Jarintorn Kiatniyomrung</i>
Tel N°:	+66 2 687 0159
Email address of contact person:	<a href="mailto:kiatniyomrung@unfpa.org">kiatniyomrung@unfpa.org</a>

The deadline for submission of questions is Tuesday 3<sup>rd</sup> August 2021 at 17:00 hours, Bangkok time. Questions will be answered in writing and shared with all parties as soon as possible after this

**IV. 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.

The Technical Bid should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

1. Brief description of the firm and the firm's qualifications: providing information that will facilitate our evaluation of your firm/institution's substantive reliability, such as catalogues of the firm and financial and managerial capacity to provide the services.
2. Your firms' understanding of the requirements for services and the objective of this project, including assumptions: Include any assumptions as well as comments on the data, support services and facilities to be provided as indicated in the TOR or as you may otherwise believe to be necessary.
3. Proposed Approach, Methodology, Timing and Outputs: any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person hours/days in each specialization that you consider necessary to carry out all work required.
4. Proposed Team Structure: The composition of the team that you would propose to provide to the assignment, and the work tasks (including supervisory) which would be assigned to each. An organogram/organization chart illustrating the reporting lines, together with a description of such organization of the team structure should support your Bid.
5. Proposed Project Team Members: attach the curriculum vitae of the senior professional member of the team and members of the proposed team.
6. Detailed description of your proposed deliverables.
7. Detailed project plan (Gantt chart) showing the required resources and support from your firm as well as from UNFPA.
8. Detailed description of the technical specifications of your Bid.
9. A list of tasks which are out-of-scope versus in-scope.
10. UNFPA requests Bidders to submit information on environmental and social policies and any related documentation in their Bid.
11. The record of previous experience or related assignments that are similar to this assignment.
12. Copies of current certificates such as company registration certificate, VAT/Tax Registration Certificate and etc.

- 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.

## V. 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 Email address for bid submission at [apro-procurement@unfpa.org](mailto:apro-procurement@unfpa.org) no later than: **Tuesday 10<sup>th</sup> August 2021 at 17:00 hours, Bangkok time.**

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/BKK/RFQ/21/004 for 'The Provision of Service for Big Data Study for Harmful Practices in Asia'**. 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.
- 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.

## VI. 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 the Bidder	[C] Weighting %	[B] x [C] = [D] Total Points
<b>1. Technical approach and methodology – understanding nature and scope of work</b>	100 <ul style="list-style-type: none"> <li>• Internationally recognized academic institution, private sector company or registered non-profit organization with an established big data science Programme/department, artificial intelligence, machine learning, big data and statistics.</li> <li>• The Contractor has demonstrated experience in designing, implementing and reviewing big data/AI/machine learning projects, gender data, discourse and sentiment analysis, social media analytics, quantitative and qualitative research.</li> <li>• The Contractor has an existing partnership with an international university/academic institution or think tank from, within or outside of the Region with established data science and public health programmes is preferred.</li> <li>• The international university/academic institution or think tank partner should have</li> </ul>		25%	



	extensive experience in applied research in social media analysis and natural language processing.			
<b>2. Specific experience and expertise relevant to the assignment</b>	<p style="text-align: center;"><b>100</b></p> <ul style="list-style-type: none"> <li>• Existing partnerships with private sector partners working in the fields of data science and data innovation is preferred.</li> <li>• Expertise in working with public sector partners in applied research is an advantage.</li> <li>• Previous experience working with a UN agency, especially on issues related to gender-based violence and harmful practice, is a plus.</li> <li>• Prior experience developing dissemination plans for research uptake.</li> <li>• Previous work experience in Asia and the Pacific region is preferred.</li> <li>• Demonstrated ability to communicate complex data and translate it into digestible reports and visualisations.</li> </ul>		<b>20%</b>	
<b>3. Experience of team members</b>	<p style="text-align: center;"><b>100</b></p> <ul style="list-style-type: none"> <li>• <b>1 data scientist</b> <ul style="list-style-type: none"> <li>• Advanced degree in computer science, engineering or other directly related field;</li> <li>• Expertise in big data/AI/machine learning is required;</li> <li>• Excellent analytical and drafting skills, and the ability to work quickly and produce concise, high quality reports in English;</li> <li>• Excellent training, communication and presentation skills are required.</li> <li>• Demonstrated experience explaining complex processes and systems to laypersons is required;</li> <li>• Cultural, social and political awareness and sensitivity, particularly in relation to the subject matter is required;</li> <li>• Experience working with non-profit and/or UN partners is preferred;</li> </ul> </li> </ul>		<b>30%</b>	



	<ul style="list-style-type: none"> <li>• Experience working with big data/AI, human rights and complex public health and social issues is strongly preferred;</li> <li>• Demonstrate commitment to the UN Global Compact. Alignment with UNFPA's core values is required;</li> <li>• Commitment to implementing the UN Prevention of Sexual Abuse and Exploitation policies is required.</li> </ul> <p>• <b>1 programmer</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Data Science, Computer Science or related fields;</li> <li>• Experience with Big data programming using Python and R;</li> <li>• Experience with Java and open source development tools (Java, JSP, JSF, SQL, XML, Java-script);</li> <li>• Experience with Apache Hadoop, Map Reduce and Spark</li> <li>• Experience in source control tools like Git;</li> <li>• Experience in full Software Development Life Cycle (SDLC) Experience in Agile software development utilizing Scrum;</li> <li>• Demonstrate commitment to the UN Global Compact. Alignment with UNFPA's core values is required;</li> <li>• Commitment to implementing the UN Prevention of Sexual Abuse and Exploitation policies is required.</li> </ul> <p>• <b>1 public health expert</b></p> <ul style="list-style-type: none"> <li>• Advanced degree in medicine, nursing and/or public health or other directly related fields;</li> <li>• 10+ years of responsible professional experience in the area of sexual and reproductive health and gender programming, with at least seven years at the international level;</li> <li>• Experience in public health, gender and human rights and big data/AI is required;</li> <li>• Familiarity and experience in health/reproductive health programming in humanitarian setting and resilience an advantage;</li> <li>• Knowledge and understanding on quality of care, specifically client rights and</li> </ul>			
--	--	--	--	--



	<p>behavioral change communication;</p> <ul style="list-style-type: none"> <li>• Strong track record of technical leadership, and proven ability to produce demonstrable results;</li> <li>• Demonstrated ability to network within the development partners community;</li> <li>• Knowledge of the UN system and other international development organizations;</li> <li>• Demonstrate commitment to the UN Global Compact. Alignment with UNFPA's core values is required;</li> <li>• Commitment to implementing the UN Prevention of Sexual Abuse and Exploitation policies is required.</li> </ul> <p>• <b>1 social scientist</b></p> <ul style="list-style-type: none"> <li>• Masters or PhD degree in a discipline such as sociology, anthropology, geography, development studies, political science, social sciences, international relations, public policy or any other relevant discipline with a strong focus on qualitative analysis;</li> <li>• 5+ years of relevant experience with gender and sexual and reproductive health and rights issues;</li> <li>• Robust analytical skills and qualitative focus required. Strong knowledge and understanding of qualitative research/data and big data/AI is strongly preferred;</li> <li>• Excellent analytical and drafting skills, and the ability to work quickly and produce concise, high quality reports in English;</li> <li>• Cultural, social and political awareness and sensitivity, particularly in relation to the subject matter is required;</li> <li>• Knowledge of or preferably direct field experience in Asia and the Pacific is preferred;</li> </ul>			
--	---	--	--	--



	<ul style="list-style-type: none"> <li>• Fluency (written and spoken) in English. Knowledge of other Asia and the Pacific languages would be an advantage;</li> <li>• Knowledge of the UN system and other international development organizations strongly desired;</li> <li>• Demonstrated ability to network within the development partners' community;</li> <li>• Familiarity and experience in health/reproductive health programming in humanitarian setting and resilience an advantage;</li> <li>• Demonstrate commitment to the UN Global Compact. Alignment with UNFPA's core values is required;</li> <li>• Commitment to implementing the UN Prevention of Sexual Abuse and Exploitation policies is required.</li> </ul>			
<b>4. Organization and staffing, with a focus on gender balance and geographic representation from the Asia-Pacific region.</b>	<p style="text-align: center;"><b>100</b></p> <ul style="list-style-type: none"> <li>• The Contractor and the project team members must demonstrate commitment to the UN Global Compact. Alignment with UNFPA's core values is required.</li> <li>• Commitment to implementing the UN Prevention of Sexual Abuse and Exploitation policies is required.</li> <li>• Contractors with project team members from the communities UNFPA serves are strongly encouraged to submit an expression of interest. UNFPA is committed to leaving no one behind.</li> </ul>		<b>25%</b>	
<b>GRAND TOTAL ALL CRITERIA</b>	<b>400</b>		<b>100%</b>	

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

ds 27-Jul-2021  




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:

$$\text{Financial score} = \frac{\text{Lowest quote (\$)}}{\text{Quote being scored (\$)}} \times 100 \text{ (Maximum score)}$$

### 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.

$$\text{Total score} = 70\% \text{ Technical score} + 30\% \text{ Financial score}$$

## VII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a De Minimis Contracts to the Bidder(s) that obtain the highest total score.

## VIII. 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.

## IX. 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.

## X. Fraud and Corruption



United Nations Population Fund  
Asia and Pacific Regional Office (APRO)  
4th Floor United Nations Service Building  
E-mail: [apro-procurement@unfpa.org](mailto:apro-procurement@unfpa.org)  
Website: <https://asiapacific.unfpa.org>

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](#).

#### **XI. 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](#).

#### **XII. 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 Designated staff to receive procurement related complaints: Ms. Annette Sachs Robertson, Deputy Regional Director, UNFPA Asia and the Pacific Regional Office in Bangkok at [robertson@unfpa.org](mailto:robertson@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Designate Official, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org)

#### **XIII. 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).



United Nations Population Fund  
 Asia and Pacific Regional Office (APRO)  
 4th Floor United Nations Service Building  
 E-mail: [apro-procurement@unfpa.org](mailto:apro-procurement@unfpa.org)  
 Website: <https://asiapacific.unfpa.org>

## PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation N°:</b>	<b>UNFPA/BKK/RFQ/21/004</b>
<b>Currency of quotation :</b>	USD
<b>Delivery charges based on the following 2010 Incoterm:</b>	Choose an item.
<b>Validity of quotation:</b> <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

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

Item	Description	Number & Description of Staff by Level	Hourly Rate (Please specify currency and amount)	Hours to be Committed	Total (Please specify currency and amount)
<b>1. Professional Fees</b>					
	1. Digital ecosystem analysis, including media discourse analysis (1-15 October 2021)				
	2. Influencers map (16-21 October 2021)				
	3. Service provider analysis (22-27 October 2021)				
	4. Final report with professional layout and data visualisations (28 October -6 November 2021)				
	5. Policy briefs: one regional, and three country-specific focused on child marriage in India, Nepal and Bangladesh (7-21 November 2021)				
	6. A dissemination strategy and corresponding materials, including a slide deck and a package of social media assets to communicate and promote the study findings (22 November-1 December 2021)				
	7. A webinar event to disseminate the findings (2 December 2021)				
<b>Total Professional Fees:</b> Currency to be submitted					Please specify currency
<ul style="list-style-type: none"> <li>Thai Baht (THB) for companies registered under the laws of the Kingdom of Thailand</li> </ul>					



United Nations Population Fund  
 Asia and Pacific Regional Office (APRO)  
 4th Floor United Nations Service Building  
 E-mail: [apro-procurement@unfpa.org](mailto:apro-procurement@unfpa.org)  
 Website: <https://asiapacific.unfpa.org>

<ul style="list-style-type: none"> <li>US dollars (USD) or any other convertible currency for companies registered outside the Kingdom of Thailand</li> </ul>	<i>and amount</i>
<p><b>Total Contract Price:</b> Currency to be submitted</p> <ul style="list-style-type: none"> <li>Thai Baht (THB) for companies registered under the laws of the Kingdom of Thailand</li> <li>US dollars (USD) or any other convertible currency for companies registered outside the Kingdom of Thailand</li> </ul>	<i>Please specify currency</i>

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed **RFQ UNFPA/BKK/RFQ/21/004 for the 'Provision of Service for Big Data Study for Harmful Practices in Asia'** 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



United Nations Population Fund  
Asia and Pacific Regional Office (APRO)  
4th Floor United Nations Service Building  
E-mail: [apro-procurement@unfpa.org](mailto:apro-procurement@unfpa.org)  
Website: <https://asiapacific.unfpa.org>

**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 References (TOR)**  
**‘Provision of Service for Big Data Study for Harmful Practices in Asia’**

TITLE	Harmful Practices in Asia: A Big Data Study
<p><b>BACKGROUND AND RATIONALE</b></p>	<p>Harmful practices, including child marriage, female genital mutilation (FGM) and gender-biased sex selection (GBSS), are rooted in gender inequality. They have serious consequences on the physical and psychological health and social and political rights of affected girls and women, their families and communities, as well as society at large.</p> <p>Despite recent progress, South Asia is still home to <u>285 million child brides</u> – representing 44 per cent of all child brides globally. In this region, between one- and two-thirds of women aged 20–24 were married before the age of 18 in Bangladesh (59 per cent) and Nepal (40 per cent), although the proportion is somewhat lower in India (27 per cent). However, in absolute terms, the largest number of girls married as children globally can be found in India, which has an estimated 223 million child brides, including 102 million who were married before the age of 15.</p> <p>Child marriage undermines girls’ ability to make autonomous choices about their own bodies and futures. It can severely curtail educational and employment opportunities for adolescent girls and young women, while threatening their survival and well-being. Child marriage perpetuates a cycle of poverty for her family and community, undercutting the development of a productive, skilled workforce, with a direct bearing on the <u>health of an economy</u>.</p> <p>Child marriage practices and its drivers are linked to other harmful practices, including GBSS.</p> <p>GBSS is a practice that limits the number of girls in the family, enabling parents to have one or more sons without exceeding their desired family size. Sex selection can take place before birth (prenatally), at the time of conception or during pregnancy through various measures.</p> <p>Since the 1980s, GBSS has emerged as <u>a widespread issue in the Asia Pacific region</u>, and constitutes a significant challenge to affected countries. This harmful practice was first observed in Asian countries such as China, India, South Korea, and Viet Nam. More recently, this issue has spread to other countries in the region including Nepal and Bangladesh. A strong son preference, combined with the use of modern technologies and declining fertility, has skewed the normal ratio between male and female births in several countries in this region.</p> <p>Son preference and GBSS is caused by deeply embedded discrimination against women within institutions such as marriage systems, family formation and property inheritance laws. Sex selection has negative implications for women’s lives and health, and for society as a whole.</p>



	<p>Taken together, these harmful practices reduce and limit women and girls' capacity to participate fully in society and to reach their full potential. The impact ripples throughout society and reinforces the very gender stereotypes and inequalities that give rise to the harm in the first place.</p> <p>In 1994, at the International Conference on Population and Development, ICPD, world governments called for universal sexual and reproductive health and decisively demanded an end to harmful practices. At the Nairobi Summit on ICPD25, representatives from governments, grassroots organizations, development agencies and the private sector moved beyond pledges and resolutions and committed to UNFPA's three transformative results, including ending gender-based violence and harmful practices.</p> <p>While firm data lacks on how the pandemic is affecting the exercise of harmful practices, an <a href="#">analysis</a> by UNFPA and partners projected that child marriage could significantly increase.</p> <p>To address child marriage, the United Nations Population Fund (UNFPA) and the United Nations Children's Fund (UNICEF) are working with partners across countries under the Global Programme to Accelerate Action to End Child Marriage.</p> <p>Against this backdrop, and with the rapid expansion of digital penetration globally, including in Asia, UNFPA Asia and the Pacific Regional Office seeks a research partner to undertake a study shedding light on how these issues manifest and are influenced online, and to clarify the opportunities/capacity to address harmful practices through digital channels. This study will specifically assess online discourse around harmful practices and provide insights about online influencers; strategy recommendations for harnessing online platforms to address child marriage and GBSS, including how service providers can better leverage online tools to support those vulnerable to these practices; and inform policy recommendations to more effectively end these harmful practices.</p>
<p><b>OBJECTIVES</b></p>	<p>Using digital analytics tools, inform UNFPA's online and campaign strategy for ending harmful practices by 2030 with the following country-specific insights from the Asia region (in India, Bangladesh, Nepal, Viet Nam and China):</p> <ol style="list-style-type: none"> <li>1. Understand and profile people's perceptions, attitudes and behaviors towards harmful practices – as expressed in online fora – specifically related to child marriage in India, Nepal and Bangladesh, and son preference in India, Nepal, Bangladesh, Viet Nam and China.</li> <li>2. Through digital media discourse analysis, identify emerging online voices, leaders, campaigns related to child marriage and GBSS, and other groups/influencers who support or oppose these harmful practices – as well as the platforms and channels used to</li> </ol>



	<p>communicate about these issues.</p> <p>3. Understand gaps in the availability/response of multi-stakeholder services supporting women and girls vulnerable to harmful practices compared to the demand, based on online searches, before and during the COVID-19 pandemic.</p> <p>4. Provide recommendations to help service providers better reach their target audiences in providing support or information about harmful practices.</p>
<b>METHODOLOGY</b>	<p>To understand discourse around harmful practices, specifically child marriage and son preference, and strategies to address these in India, Bangladesh, Nepal, Viet Nam and China, suggested methodology will entail the following.</p> <p>To collect textual and multimedia data at scale and establish insights about online engagement and recommendations for policy opportunities through digital discourse/media analysis across digital fora and via machine learning tools; digital influencer mapping; and analysis of service providers' online response and engagement, as well as user journeys (how people find services online).</p> <p>For the digital influencer mapping, UNFPA will identify 10 relevant stakeholders per country to be studied for this analysis.</p> <p>For the service response analysis, UNFPA and the selected vendor will identify up to 30 organisations working to address child marriage and/or son preference.</p>
<b>ESTIMATED DURATION OF THE PROJECT</b>	All products to be finalised by the first week of December 2021
<b>EXPECTED DELIVERABLES</b>	<p>Focused on child marriage in India, Bangladesh and Nepal, and son preference/GBSS in India, Bangladesh, Nepal, Viet Nam and China (details in next section), the deliverables, with corresponding timelines, will include:</p> <ul style="list-style-type: none"> <li>• Digital ecosystem analysis, including media discourse analysis (1-15 October 2021)</li> <li>• Digital influencers map (16-21 October 2021)</li> <li>• Service provider analysis (22-27 October 2021)</li> <li>• Final report with professional layout and data visualisations (28 October -6 November 2021)</li> <li>• Policy briefs: one regional, and three country-specific focused on child marriage in India, Nepal and Bangladesh (7-21 November 2021)</li> </ul>

27-Jul-2021



	<ul style="list-style-type: none"> <li>• A dissemination strategy and corresponding materials, including a slide deck and a package of social media assets to communicate and promote the study findings (22 November-1 December 2021)</li> <li>• A webinar event to disseminate the findings (2 December 2021)</li> </ul> <p>The deliverables will be in English and it is expected that translations will be undertaken in other languages on a “needs basis”.</p>
<p><b>ACTIVITIES</b></p>	<p>Focused on child marriage in India, Bangladesh and Nepal, and son preference/GBSS in India, Bangladesh, Nepal, Viet Nam and China:</p> <ul style="list-style-type: none"> <li>• <b>Digital ecosystem analysis:</b> Conduct a qualitative and quantitative analysis of the conversations around harmful practices; which platforms are used and how; media sentiment/coverage of harmful practices; profiles, attitudes and practices of people communicating about harmful practices online; and provide recommendations for how to effectively engage these audience segments.</li> <li>• <b>Digital influencers map:</b> Analyse policymaker and other influencers’ online discourse and ability to influence attitudes on harmful practices, and provide a strategy and messaging for engaging influencers in each country.</li> <li>• <b>Service provider analysis:</b> Identify gaps in the availability/response of services supporting women and girls’ vulnerability to harmful practices compared to the demand, based on online searches, before and during the COVID-19 pandemic; and offer recommendations for how service providers can enhance online outreach.</li> </ul>
<p><b>CONTRACTOR REQUIREMENTS</b></p>	<p><b>Company profile:</b> UNFPA is committed to equality. We believe that equality will only be achieved when everyone, regardless of gender, race, sexuality, disability and age, enjoys the same opportunities, rights, and obligations in all spheres of life. This means sharing equally in the distribution of power and influence and having equal opportunities for financial independence, education, and realizing personal ambitions. Companies with a strong commitment to equality, including balanced gender representation and policies for inclusion, are strongly encouraged to apply.</p> <p><b>Contribution from the Contractor (composition of the team):</b></p> <p>Requirements for the provision of services:</p> <ul style="list-style-type: none"> <li>• Internationally recognized academic institution, private sector company or registered non-profit organization with an established big data</li> </ul>

27-Jul-2021



	<p>science Programme/department, artificial intelligence, machine learning, big data and statistics.</p> <ul style="list-style-type: none"> <li>• The Contractor has demonstrated experience in designing, implementing and reviewing big data/AI/machine learning projects, gender data, discourse and sentiment analysis, social media analytics, quantitative and qualitative research.</li> <li>• The Contractor has an existing partnership with an international university/academic institution or think tank from, within or outside of the Region with established data science and public health programmes is preferred.</li> <li>• The international university/academic institution or think tank partner should have extensive experience in applied research in social media analysis and natural language processing.</li> <li>• Existing partnerships with private sector partners working in the fields of data science and data innovation is preferred.</li> <li>• Expertise in working with public sector partners in applied research is an advantage.</li> <li>• Previous experience working with a UN agency, especially on issues related to gender-based violence and harmful practice, is a plus.</li> <li>• Prior experience developing dissemination plans for research uptake.</li> <li>• Previous work experience in Asia and the Pacific region is preferred.</li> <li>• Demonstrated ability to communicate complex data and translate it into digestible reports and visualisations.</li> <li>• The Contractor and the project team members must demonstrate commitment to the UN Global Compact. Alignment with UNFPA's core values is required.</li> <li>• Commitment to implementing the UN Prevention of Sexual Abuse and Exploitation policies is required.</li> <li>• Contractors with project team members from the communities UNFPA serves are strongly encouraged to submit an expression of interest. UNFPA is committed to leaving no one behind.</li> </ul> <p>The suggested team composition should include but not limited to:</p> <ul style="list-style-type: none"> <li>• 1 data scientist           <ul style="list-style-type: none"> <li>○ Advanced degree in computer science, engineering or other directly related field;</li> <li>○ Expertise in big data/AI/machine learning is required;</li> <li>○ Excellent analytical and drafting skills, and the ability to work quickly and produce concise, high quality reports in English;</li> <li>○ Excellent training, communication and presentation skills are required.</li> <li>○ Demonstrated experience explaining complex processes and systems to laypersons is required;</li> <li>○ Cultural, social and political awareness and sensitivity, particularly in relation to the subject matter is required;</li> </ul> </li> </ul>
--	---



	<ul style="list-style-type: none"> <li>○ Experience working with non-profit and/or UN partners is preferred;</li> <li>○ Experience working with big data/AI, human rights and complex public health and social issues is strongly preferred;</li> <li>○ Demonstrate commitment to the UN Global Compact. Alignment with UNFPA's core values is required;</li> <li>○ Commitment to implementing the UN Prevention of Sexual Abuse and Exploitation policies is required.</li> </ul> <ul style="list-style-type: none"> <li>● 1 programmer           <ul style="list-style-type: none"> <li>○ Bachelor's degree in Data Science, Computer Science or related fields;</li> <li>○ Experience with Big data programming using Python and R;</li> <li>○ Experience with Java and open source development tools (Java, JSP, JSF, SQL, XML, Java-script);</li> <li>○ Experience with Apache Hadoop, Map Reduce and Spark</li> <li>○ Experience in source control tools like Git;</li> <li>○ Experience in full Software Development Life Cycle (SDLC) Experience in Agile software development utilizing Scrum;</li> <li>○ Demonstrate commitment to the UN Global Compact. Alignment with UNFPA's core values is required;</li> <li>○ Commitment to implementing the UN Prevention of Sexual Abuse and Exploitation policies is required.</li> </ul> </li> <li>● 1 public health expert           <ul style="list-style-type: none"> <li>○ Advanced degree in medicine, nursing and/or public health or other directly related fields;</li> <li>○ 10+ years of responsible professional experience in the area of sexual and reproductive health and gender programming, with at least seven years at the international level;</li> <li>○ Experience in public health, gender and human rights and big data/AI is required;</li> <li>○ Familiarity and experience in health/reproductive health programming in humanitarian setting and resilience an advantage;</li> <li>○ Knowledge and understanding on quality of care, specifically client rights and behavioral change communication;</li> <li>○ Strong track record of technical leadership, and proven ability to produce demonstrable results;</li> <li>○ Demonstrated ability to network within the development partners community;</li> <li>○ Knowledge of the UN system and other international development organizations;</li> <li>○ Demonstrate commitment to the UN Global Compact. Alignment with UNFPA's core values is required;</li> <li>○ Commitment to implementing the UN Prevention of Sexual Abuse and Exploitation policies is required.</li> </ul> </li> </ul>
--	---



	<ul style="list-style-type: none"> <li>● 1 social scientist           <ul style="list-style-type: none"> <li>○ Masters or PhD degree in a discipline such as sociology, anthropology, geography, development studies, political science, social sciences, international relations, public policy or any other relevant discipline with a strong focus on qualitative analysis;</li> <li>○ 5+ years of relevant experience with gender and sexual and reproductive health and rights issues;</li> <li>○ Robust analytical skills and qualitative focus required. Strong knowledge and understanding of qualitative research/data and big data/AI is strongly preferred;</li> <li>○ Excellent analytical and drafting skills, and the ability to work quickly and produce concise, high quality reports in English;</li> <li>○ Cultural, social and political awareness and sensitivity, particularly in relation to the subject matter is required;</li> <li>○ Knowledge of or preferably direct field experience in Asia and the Pacific is preferred;</li> <li>○ Fluency (written and spoken) in English. Knowledge of other Asia and the Pacific languages would be an advantage;</li> <li>○ Knowledge of the UN system and other international development organizations strongly desired;</li> <li>○ Demonstrated ability to network within the development partners' community;</li> <li>○ Familiarity and experience in health/reproductive health programming in humanitarian setting and resilience an advantage;</li> <li>○ Demonstrate commitment to the UN Global Compact. Alignment with UNFPA's core values is required;</li> <li>○ Commitment to implementing the UN Prevention of Sexual Abuse and Exploitation policies is required.</li> </ul> </li> </ul>
<b>INPUTS</b>	<p>UNFPA Input: The overall project and technical implementation require collaborative engagement and flexibility from all parties. Regular status meetings and collaborative problem-solving are expected as part of the engagement.</p> <p>Contribution from UNFPA/the Beneficiary: UNFPA will provide access to key documents, partners and send introductory invitations to UNFPA staff and partners. The Contractor will collaborate directly with the UNFPA Regional Office and work under the supervision and guidance of the APRO Regional Gender Advisor and in close collaboration with the APRO GBV Specialist and the ICT Specialist. The Contractor will work closely with other selected UNFPA country offices and partners within Asia and the Pacific Region. <u>UNFPA Information Technology Solutions Office (ITSO) may also oversee the process and results.</u></p>
<b>COPYRIGHT</b>	<p>Copyrights of the final product shall be the property of UNFPA. UNFPA shall provide the service partner with logos, texts, photos and any other material in an adequate format, as required by the assignment. The service provider shall not use UNFPA's logo or any other material supplied by UNFPA, for any purposes outside the scope of the assignment and contract.</p>



**ANNEX III  
 TEMPLATE  
 CONTRACT FOR DE MINIMIS SERVICES  
 CONTRACT N° UNFPA/CCC/PSC/YY/NNN**

This Contract is entered into between the United Nations Population Fund, a subsidiary organ of the General Assembly of the United Nations (“UN”) in terms of Article 22 of the UN Charter, with its Headquarters at 605 Third Avenue, New York, NY 10158, USA (the “UNFPA”) and [Name of Contractor], a [Type of entity] organized under the laws of [Country], (the “Contractor”). In consideration of the promises contained in this Contract and subject to the UNFPA General Conditions of Contract: De Minimis Contracts, hereby incorporated into this Contract and attached as Annex A (the “UNFPA General Conditions”), the Parties agree as follows:

**ARTICLE 1  
 CONTRACT TERM**

This Contract shall enter into force on the date of the last signature affixed by the Parties (the “Commencement Date”) and shall remain in force for [Number of years] years, starting from the Commencement Date.

**ARTICLE 2  
 SERVICES**

The Contractor shall perform services as specified in the Terms of reference (the “TOR”) attached as Annex B and hereby incorporated into this Contract (the “Services”).

**ARTICLE 3  
 PAYMENT AND FEE**

- 3.1 In full consideration for the complete, satisfactory and timely performance of the Services under this Contract, UNFPA shall pay the Contractor the fee of [Insert currency & amount in figures and in words] (the “Fee”).

The Fee will be paid to the Contractor according to the following payment schedule:

PAYMENT DUE DATE	PAYMENT AMOUNT	BALANCE

- 3.2 UNFPA shall effect payments to the Contractor within thirty (30) days after the UNFPA's receipt and acceptance of the Contractor's invoice and complete set of supporting documentation where applicable. Payment by UNFPA shall be made to the Contractor's following bank account:

Account name:	
Bank Address:	



Acct Number:	
ABA Number:	
BIC (Swift address):	

#### **ARTICLE 4 LIABILITY**

The Contractor shall pay UNFPA promptly for all loss, destruction, or damage to the property of UNFPA caused by the Contractor's personnel or by any of its subcontractors or anyone else directly or indirectly employed by the Contractor or any of its subcontractors in the performance of the Contract.

#### **ARTICLE 5 SPECIAL CONDITIONS**

5.1 No special conditions shall apply.

#### **ARTICLE 6 SECURITY**

6.1 The Contractor shall be fully responsible for the safety and security of its officials, employees, agents, servants, subcontractors and other representatives (collectively, the Contractor's "Personnel") and for the safekeeping of all assets, equipment and supplies in the custody of the Contractor or its Personnel.

6.2 The Contractor shall:

- 6.2.1 Put in place and maintain its own security plan, taking into account the security situation in the country where the Services are being provided;
- 6.2.2 Assume all risks and liabilities related to the Contractor's security, assets entrusted to it by UNFPA and the full implementation of its own security plan.

6.3 The Contractor and its Personnel are neither subject to, nor obliged to adhere to the United Nations Security Management policies and procedures, except insofar as they relate to the utilization of UNFPA's assets, equipment and supplies, or as required to perform the Services under this Contract.

6.4 UNFPA may lend reasonable assistance, when possible and to the extent feasible, to the Contractor and its Personnel. Any travel or financial assistance provided shall be on a space-available and reimbursable basis.

6.5 UNFPA may, at its sole discretion, consent to the inclusion of the Contractor and its Personnel in the UNFPA security plan to the extent that it applies within the country where the Services are being provided on the same terms that are offered to implementing partners of UNFPA. Notwithstanding this provision, the Contractor acknowledges and agrees that the UNFPA shall have no obligation to evacuate the Contractor's Personnel from the country where the Services are being provided in case of emergency or due to security developments.

6.6 Notwithstanding the foregoing, the Contractor acknowledges and agrees that the UNFPA shall not



United Nations Population Fund  
 Asia and Pacific Regional Office (APRO)  
 4th Floor United Nations Service Building  
 E-mail: [apro-procurement@unfpa.org](mailto:apro-procurement@unfpa.org)  
 Website: <https://asiapacific.unfpa.org>

be liable to the Contractor, or its Personnel, in connection with the provision, or failure to provide, any security assistance pursuant to this Article 6.1, or otherwise, and the Contractor shall indemnify, defend, hold and save harmless the UNFPA and its officials, employees and agents from and against any claim or liability of any nature arising in respect of any safety or security related incident, including without limitation, the death, injury or illness of any personnel, or the loss, damage, destruction, sabotage or theft of any assets, equipment or supplies in the custody of the Contractor or its Personnel. The foregoing indemnity is without prejudice to any other indemnity provided by the Contractor, or any other rights or remedies of the UNFPA, under this Contract.

6.7 Upon the Contractor's request, UNFPA may provide security advisory information to the Contractor.

**IN WITNESS WHEREOF**, the authorized representatives of the Parties have signed this Contract on the dates set forth below:

For UNFPA		For Contractor	
Signature		Signature	
Name:		Name:	
Title		Title	
Date:		Date:	

*(N.B. Each page of the contract is to be initialed)*

DS