



Date: August 18, 2021

REQUEST FOR QUOTATION RFQ N° UNFPA/USA/RFQ/21/092

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

Develop UNFPA's humanitarian leadership training program, and deliver training workshops, both through online and in-person formats

The overall objective of the leadership program is to ensure UNFPA's leadership staff improve their skills and understanding on humanitarian preparedness and response when employed at UNFPA.

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](#)

Terms of Reference (ToR)

1. BACKGROUND AND CONTEXT

The unprecedented frequency, intensity, and scale of humanitarian emergencies in recent years have dramatically amplified the risks facing women, girls, and young people. The COVID-19 pandemic – and accompanying social distance policies – has exacerbated existing humanitarian needs and led to increased risk of Gender-Based Violence (GBV), while simultaneously disrupting the availability and accessibility of GBV and SRH response services, including through health systems. Despite measures taken to strengthen system-wide accountability, major gaps in accessing lifesaving GBV and SRH services persist for women and girls, particularly in humanitarian contexts.

UNFPA is currently developing its new Strategic Plan 2022 – 2025 with its three transformative results. The strategic plan emphasizes that to advance gender equality and empowerment of women and girls, UNFPA will increase multisectoral capacity using a continuum approach throughout development, humanitarian, and peace dimensions. This entails working together to develop and implement humanitarian response plans and United Nations Development Assistance Frameworks and strengthen collective outcomes between the two processes to mainstream better support to country office needs through preparedness and response. The



Strategic Plan also demonstrates that humanitarian settings require high-level accountability at all levels, and the prioritization of sexual and reproductive health and reproductive rights, and the prevention of and response to gender-based violence including and especially in humanitarian and other fragile contexts.

It is also key to recognize that the Strategic Plan includes an important strategic shift for a UNFPA building on lessons and experience from COVID-19. The shift puts emphasis on a UNFPA that is always fit-for-future purpose, ensures acceleration and agility of its workforce, and promotes the scaling up and deploying of new ways of learning, adaptation, and innovation. An improved-upon model that allows more tailored assistance to better respond to local contexts (humanitarian, development, and peace), including considering special needs of the most vulnerable populations to ensure no one is left behind is also promoted.

The strategic plan fosters partnerships and inter-agency collaboration, in line with UN reform, and within the inter-agency standing committee (IASC) [1] and facilitates leveraging resources and playing a catalytic role towards UNFPA's three zeros which builds the capacities of national and local actors to effectively respond to needs, risks and vulnerabilities. To strengthen resilience, the SP plan also encourages learning, knowledge management, innovation and adaptation and depends on inspiring leadership at all levels, focusing on impact, and ensures the right expertise and experience at all levels.

The interventions proposed in this TOR are guided by the commitments and aligned priorities in the strategic framework and consider the recommendations from the UNFPA's internal Humanitarian Capacity Development Initiative, with a focus on scaling humanitarian capacity, including special emphasis on UNFPA's leadership during 2021 across the organization.

The work also builds on some of the recommendations from the Humanitarian Evaluation (2019), and responds to the humanitarian capacity related findings: "While there are highly knowledgeable humanitarian experts in the organization," the numbers are not "commensurate with humanitarian accountabilities." This limits ability to operate within a modern humanitarian architecture and impedes advancement of UNFPA as a major humanitarian actor. In addition, the evaluation found that staff/personnel involved in preparedness and humanitarian response frequently lack understanding of humanitarian architecture, internal processes that offer operational flexibility provided such as the UNFPA Humanitarian Standard Operating Procedures, the Fast-Track Procedures (FTPs), and relevant emergency funding options. Leaders also are variable in their understanding of UNFPA's responsibility in the cluster system and more specifically, what it entails to be a cluster / sub-cluster lead agency.

This initiative would also complement other capacity development initiatives, including the first elaboration of a long-term Global Humanitarian Capacity Development Plan (2022-2025). The outcomes of the work will further link up with internal post learning programme initiatives such as a communities of practice model which will be set up for humanitarian leaders, as well as a leadership coaching programme for relevant participants.

Through this ToR, UNFPA is seeking to contract (for a duration of up to three years in the first instance from signature of contract) a company to develop UNFPA's first humanitarian leadership training programme, and then deliver up to three training workshops, both through online and in-person formats.

Whilst much material subject content already exists, we are seeking expertise to work with our internal subject matter experts in Humanitarian Office and across the agency to transfer or reprogram existing material to better suit leadership audiences and create new material where necessary. The company will then ensure all such material is developed and delivered in an appropriate adult learning formats that make



effective use of current technologies and promotes effective learning transfer, amongst our senior leadership. Our staff is located globally, so the ideal company is well experienced in working internationally within a variety of cultures. The ultimate audiences are Country and Deputy Representatives, as well International Operations Managers serving in fragile and humanitarian contexts, and then relevant regional office staff who are and/or could be potentially involved in humanitarian work.

2. OBJECTIVES, PURPOSE AND EXPECTED RESULTS:

The overall objective of the leadership programme is to ensure UNFPA's leadership staff improve their skills and understanding on humanitarian preparedness and response when employed at UNFPA. It will enhance their understanding of UNFPA's Humanitarian SOP's, as well as their shared responsibility and agency-specific accountabilities in the cluster system during emergencies. It will also deepen their understanding of responsibilities and agency-specific accountabilities as the GBV Area of Responsibility (AOR) lead.

The learning programme will also equip leaders with important interpersonal skills needed in an emergency. This will include how to confidently position UNFPA's mandate and needs amongst different humanitarian stakeholders, including cluster partners, other UN agencies, government authorities, INGO's and donor groups. Skills such as how to successfully support teams in humanitarian contexts and ensure their psychological safety is also recommended.

Specific results:

- Design, develop and deliver a customized, module-based learning programme for UNFPA senior staff (Country and Deputy Representatives, International Operations Managers) in the form of a) Pre-Workshop Virtual Learning Activities (up to an average of 25-30 participants x three events of no more than 10-15 hours per cohort) and c) In-person Workshop of up to five days (at least 25-30 participants x 3 workshops, with numbers may need to be changed, likely increased as the programme is rolled out) and further funding mobilized.
- Prepare post-workshop assessment results for all participants and then work with UNFPA project team and technical subject matter experts to link participants up with post-workshop learning and development opportunities, coaching programs and to-be established communities of practice programme for leaders.
- Ensure continuous improvement and refinement on the quality of the programme through systematic capturing of participants' feedback and lessons learned

3. DESCRIPTION OF ASSIGNMENT AND DELIVERABLES

Vendor is responsible for:

- Providing points of contact for overall long-term arrangement management and/or for each area of work
- Ensuring that the project remains within the agreed budget or alert UNFPA's project team before any scope adjustment
- Submitting an initial work/project plan and timeline within two weeks of contract signature



- Informing UNFPA of any changes in the team composition during the contract
- Submitting outputs in the format specified for the relevant service and/or project (i.e., training materials in the form of presentations, handouts, online material, progress reports; etc.)
- Provide UNFPA with a detailed agenda of each training at least six weeks prior to the training start date with proposed facilitators

UNFPA is responsible for:

- Providing 1-2 points of contact for overall long-term arrangement management
- Providing an email address to the key project led to be able to access key information and have ready access to staff, be placed on internal calendars
- Introduction to subject matter experts/facilitators and ensuring such persons meet their own respective deliverables and timelines in the project
- Providing feedback on deliverables of the vendor
- Reviewing and signing off on agreed deliverables of each project
- Provision of administration and logistics support for the organization of in-person workshops
- Provide necessary translation services both for online/printed content and simultaneous translation support for in-person workshops when necessary
- Access to online learning modules, resources such as Moodle, Google Teams

Humanitarian Leadership Programme Learning Modules

Specific topics that UNFPA is considering includes:

The specific topics that UNFPA would like the programme to have been identified through careful analysis, yet this can be further discussed with the company when work plan is being developed and discussion with key subject matters are undertaken:

The company should determine how best the content is to be delivered, whether in-person or in pre-learning content. UNFP-specific content (Modules 2 and 3) is largely developed yet would require adjustment to this programme.

Module 1 UNFPA and UN system wide accountabilities and processes in a scale up situation:

- IASC lead-agency accountabilities in line with the IASC Reference Module for Cluster Coordination at Country Level (2015), the IASC System-wide scale up protocols and corresponding commitments, IASC Scale Up Protocol for the Control of Infectious Disease Events (2019)



- Overriding principles of actions as they pertain to IASC guidelines that guide global humanitarian effort to respond to infectious diseases.
- Do No Harm principles and AAP: Supporting leaders on raising awareness on Do No Harm principles, and how to conduct robust analysis of the operating context and integrating community engagement and AAP into response.

Module 2 UNFPA's work in humanitarian contexts

Existing content exists for all the following subjects (and is currently used in its annual Surge roster assessment workshops), yet company will need to work with subject matter experts and repurpose it to meet needs of a leadership audience.

Following subjects should be included in the learning programme:

- Humanitarian architecture, humanitarian values and principles and UNFPA's position in the humanitarian architecture
- UNFPA Humanitarian Standard Operating Procedures (2021)
- Sexual Reproductive Health in Emergencies, GBV and SRH integration
- GBV in Emergencies at UNFPA
- UNFPA Operations in Emergencies (including safety and security, Fast Track Procedures, Managing Implementing Partners)
- UNFPA and Communications in Emergencies
- Humanitarian financing
- Supplies and Logistics at UNFPA
- Human Resources in Emergencies (UNFPA's models of Surge, Emergency Roving Team, REGA, and the HR-FTP component)
- Humanitarian Needs assessments and GBV sub-cluster information management functions
- PSEA in humanitarian contexts – UNFPA specific and inter-agency responsibilities
- Safety and Security in Emergencies
- Duty of Care and Basic Psychological First aid for leaders as well as PSEA.

Module 3 GBV in emergency leadership responsibilities and accountabilities

The content here will ensure UNFPA leaders are equipped with a solid understanding of their responsibilities in relation to the GBV in emergency leadership roles.



Subject Matter experts are available to help develop the material and the company will work with experts into placing it into appropriate learning formats. The module should include both pre-learning formats and in-person learning.

- The content of this module would be largely based on the Guidance Note for United Nations Population Fund (UNFPA) Country Representatives on UNFPA’s leadership on Gender-based Violence (GBV) and the Covid-19 Crisis and informed by the GBV Accountability Framework. UNFPA leadership plays an active role in strategic decision-making forums including the Humanitarian Country Team or the UN Country Team (UNCT) and in taking advantage of funding opportunities such as CERF and CBPF. UNFPA leadership should be able to advocate for funding for GBV building on the ERC’s directive to “support women and girls, including tackling gender-based violence, reproductive health and empowerment.”

Module 4 Soft skills content at a minimum should include:

This material will be mostly developed by the company, as it does not exist in the agency. Because of the soft-skills component, it is preferred that the material is mostly designed so that it can be delivered in person.

- Communicating for impact and senior level representation
- Effective team leadership and trust building in an emergency
- Emotional intelligence and different leadership styles.
- Psychological first aid for leaders and teams (to be developed with UNFPA duty of care coordinators)

4. VENDOR REPORTING REQUIREMENTS:

- An initial work plan with proposed timelines to be prepared within two weeks of contract signature
- Provide monthly status update of all work to Project Manager
- Designing and administering a standardized post-workshop assessment form outlining any development needs of each participant and then a post workshop report, along with the quantitative and qualitative results, lessons learnt from findings of completed satisfaction survey from participant

5. PROJECT MANAGEMENT

The vendor will work with Nadine Cornier, Head of Response and Technical Support Unit, and HR in Emergencies Specialist, Response and Technical Support Unit, within the Humanitarian Office Division at UNFPA. Supervisor of the project is Mira Cuturilo, HR in Emergencies Specialist, Humanitarian Office.

6. QUALIFICATION REQUIREMENTS

The organization(s) that will develop the humanitarian leadership programme should have:

- Familiarity and prior experience with the UN system, ideally with UNFPA, or proven track records with organizations who undertake humanitarian work with a global reach and a diverse client population will be considered a plus



- A track record of experience working with very senior, culturally diverse leaders in institutional change
- Demonstrated experience in the design, delivery, and evaluation of adult learning technologies and
- Trainers should be available to deliver training globally, whilst UNFPA often delivers humanitarian type training in Brindisi Italy, depending on the COVID-19 travel situation, costs, and analysis of locations by the UNFPA project team, workshops may also be held in Africa, Latin America, or the Arab States. When travel arises, travel costs will be in accordance with UNFPA travel policy, travel plans should be approved by UNFPA, the project manager before travel takes place. Travel costs do not need to be factored into the financial quotation.
- Trainers should have fluency in the following UN languages: English, and French, and then fluency in Spanish and Arabic would be considered an asset
- Strong project management capacity - ability to administer, track and record trainings/evaluations in a systematic and efficient manner

7. PAYMENT SCHEDULE

Payment shall take place as agreed in the Contracts resulting from the LTA for the services contracted.

Payment type 1: Payment by Module

Ideally, the company will be able to complete the development of at least Module 1 and 4 before the end of the 2021 and payment can be made upon review and acceptance by UNFPA project leads. Once these are completed, UNFPA agrees to pay 50% of the total costs of the modules.

AS Module on 3) GBV and the Module on Module 2) UNFPA's work in humanitarian contexts is highly dependent on subject matter inputs, we do anticipate these two taking somewhat longer in their development (no longer than end of February 2022) and payment in full can be made upon successful acceptance by UNFPA project leads. Should the modules be completed before then, payment can be made earlier upon review and acceptance by UNFPA project leads.

Payment type 2: Payment by Workshop

Further payments can be made after completion of each workshop (whether fully virtual and on a mix of virtual/in-person) accompanied by the end of workshop project report and participant assessment reports based on cost.



United Nations Population Fund
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Marmorvej 51, 2100 Copenhagen, Denmark
Email: yjiao@unfpa.org
Website: www.unfpa.org

Questions

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

Name of contact person at UNFPA:	Yu Jiao
Email address of contact person:	yjiao@unfpa.org

The deadline for submission of questions is Monday, **August 30 2021 at 3:00 PM Copenhagen Time**¹ Questions will be answered in writing and shared with parties as soon as possible after this deadline.

II. Content of quotations

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

- Technical proposal, in response to the requirements outlined in the service requirements / TORs and information listed in ANNEX II, ANNEX III. (PDF format)
- Price quotation, to be submitted strictly in accordance with the price quotation form and also the excel file named financial evaluation template for financial evaluation purpose to be submitted together with the price quotation form. (PDF format for quotation form, excel format for financial evaluation template)

*IMPORTANT INFORMATION BELOW:

YOUR TECHNICAL BID AND PRICE QUOTATION SHOULD BE SUBMITTED IN SEPARATE FILES.

BIDDER(S) SHOULD NOT INCLUDE ANY INFORMATION OR INDICATIONS RELATED TO THEIR FINANCIAL BID IN THEIR TECHNICAL BID. SUCH ACTION MAY LEAD TO THE DISQUALIFICATION OF THE ENTIRE BID.

Both the technical proposal and Price quotation must be signed by the bidding company's relevant authority and submitted in the format required.

III. Instructions for submission

Technical proposal and price quotation should be prepared based on the guidelines set forth in Section II above, properly filled out and signed, and are to be sent by email to the address indicated below no later than **Wednesday, September 15th 2021 at 3:00 PM Copenhagen Time**².

Name of contact person at UNFPA:	Garik Adamyan
Official Email address of PSB:	bidtender@unfpa.org

Please note the following guidelines for electronic submissions to UNFPAs PSBs dedicated email address:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/USA/RFQ/21/092 – leadership training program and workshops** Proposals, including both technical and financial proposals,

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>

² <http://www.timeanddate.com/worldclock/city.html?n=69>



that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.

- Do not copy any other email address when submitting your offer; otherwise, UNFPA will not be able to guarantee the fair and transparent handling of your quote.
- 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.
- When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should you offer require to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA’s email system, please inform Yu Jiao at yjiao@unfpa.org
- 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.

IV. Overview of Evaluation Process

The evaluation will be carried out in a three-stage process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations.

Stage 1: Technical screening and 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 obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Expertise of the company. Range and depth of experience of proposed project team with similar type projects at global/country office level	100		15%	
Firm viability (e.g., technical resources, diversity, capacity, and experience of a firm to provide both virtual and in-person learning programs, experience in developing humanitarian leadership programs, time availability)	100		15%	
Previous customer feedback and client references (two in writing)	100		10%	
Overall coordination on proposal - how proposed design meet objectives within RFQ	100		20%	



Learning programme methodology – how company approach the development of the various modules and meet the expressed learning needs of participants, work with the subject matter experts in designing and then delivering quality learning products that enhance learning transfer, how will the company capture the feedback of learning participants to ensure products are adapted to need and improved within the project term.	100		30%	
Project administration support – what capacity has the company to ensure general administration support to ensure deliverables are met in good time?	100		10%	
<i>Grand Total All Criteria</i>	600		100%	

The following scoring scale will be used to ensure objective evaluation and for bidders who scored 70 points or above will be qualified stage 2.

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

Stage 2: Technical presentation

Bidders who obtained 70 points or above at stage 1 will be invited to meet with the UNFPA technical evaluation panel for no more than 30 minutes’ technical presentation and will be also graded based on the same criteria of stage 1, listed in the aforementioned table. Bidders only with minimum 70 points obtained at stage 2 can be qualified for stage 3.

Stage 3: Financial Evaluation

Price quotes will be evaluated only for bidders whose technical scores achieve a minimum of 70 points in both stage 2 the technical presentation and stage 1 technical screening and evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form and the given scenario listed quantity in the excel file. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the specific scenario indicated in the excel file. All other price quotes will receive points in inverse proportion according to the following formula:



Financial score =	Lowest quote (\$)	X 100 (Maximum score)
	Quote being scored (\$)	

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.

$\text{Total score} = 25\% \text{ Technical score stage 1} + 45\% \text{ technical score stage 2} + 30\% \text{ Financial score}$

V. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Long Term Agreement (LTA) with duration of 2+1 years, up to 3 (three) years, starts with 2 years with possibility of 1-year extension subject to satisfactory vendor performance to the Bidder(s) that obtain the highest total score.

VI. 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.

VII. 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.

VIII. 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](#).

IX. 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](#).

 The logo for the United Nations Population Fund (UNFPA) is located in the top left corner. It features a grid of orange dots on the left, with a blue and white United Nations emblem in the center, and the letters 'UNFPA' in white on an orange circular background to the right.	<p>United Nations Population Fund Procurement Services Branch Marmorvej 51, 2100 Copenhagen, Denmark Email: yjiao@unfpa.org Website: www.unfpa.org</p>
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X. RFQ Protest

Bidder(s) perceiving that they have been unjustly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint directly to the Chief, Procurement Services Branch at procurement@unfpa.org

XI. 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).



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PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/USA/RFQ/21/092
Currency of quotation :	USD
Validity of quotation will which date: <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	Unit of measurement	Unit Cost (USD)
1	Development of standardized, modular based training package for humanitarian leadership that includes: Module1: UNFPA leadership accountabilities in scale up situations Module2: UNFPA's work in humanitarian contexts Module3: UNFPA's accountabilities for leadership in the GBV AOR Module4: Essential behaviors: soft skills for humanitarian leadership.	Four Modules modules to be developed with two to be completed by 31st December 2021	
2	Pre-workshop learning events for up to 25-30 persons (of no more than 15 hours of virtual training)	Per hour for 25-30 persons	
3	In-person training of groups of 25-30 persons (8 hours a day no more than five days in duration)	Per day for 25-30 persons	
4	Post workshop report of no more than five pages	Per workshop report	
5	Post workshops participant assessment reports and then work with UNFPA project team and subject matter experts who will match participant with coaches, and communities or practice mechanisms	Per assessment report per participant	

Note: The financial quote above will be included in the long term agreement for the final awarded supplier.



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Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/USA/RFQ/21/092 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 (Annex I) for UNFPA and we will abide by this quotation until it expires.

	Click here to enter a date.	
Name and title	Date and place	



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**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: Key features/checklist of the Humanitarian Leadership programme

Before responding to the RFQ, please self-check that these have been included in your submission:

- Learning programme can be customizable to different regions
- The company can develop learning material in both synchronous and asynchronous learning methods and is adept at using online learning platforms such as Moodle, Google Teams for example.
- Four modules will be developed which will contain a Detailed learning plan will subject area, with outline of objectives, key content, proposed methods for delivering the content (e.g., virtual pre workshop content, outline of what can be done physically, and then in what format case studies, discussions, quizzes, simulation type activity)
- Physical workshop is to be no longer than five days, be accompanied by a succinct agenda, and whilst overall facilitation will be done by the company; subject matter experts selected by both company and the UNFPA project team will facilitate on key subject areas
- Post workshop satisfaction survey will be undertaken after each workshop
- A post workshop assessment report is provided for each participant post workshop to help guide UNFPA relevant project team and technical subject matter experts on post workshop support such as ongoing learning and development, organization of coaching programs, participation in communities of practice initiatives.



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ANNEX III: Technical Proposal Submission details

- A company profile, including location, years of operation and any other relevant information
- Executive overview, - a one-page summary/menu of offerings
- Sample programme: a sample programme of what the programme may look like, its priority inputs
- Clients: a sampling of previous clients, particularly those of whom have a global reach and ideally, those you have developed similar type programs for
- References: two client references
- Bios of the project team, ideally at least one team member will be able to facilitate the workshop in French
- As part of the evaluation process, shortlisted companies who pass Stage one of the evaluation process, will be requested to present a half an hour presentation of why they feel best placed to deliver the services including an initial/reposed approach to how they will undertake the work and answer any key questions from UNFPA project team. A date will be scheduled with the company no less than two weeks before presentation.

It is suggested to keep the technical proposal no more than 12 pages in length. Any additional information can be attached in the form of Appendices.