

## REQUEST FOR QUOTATION RFQ N° UNFPA/MMR/RFQ/22/001

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Translation into some ethnic languages, audio recording, video creation, and add to MHPSS Working Group website for BPS+ training curriculum and MHPSS IEC Materials”**

UNFPA requires the provision of services on Translation into some ethnic languages, audio recording, video creation, and add to MHPSS Working Group website for BPS+ training curriculum and MHPSS IEC Materials.

### 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 – Terms of Reference (ToR)

This TOR is prepared to contract a professional service provider to translate MHPSS IEC Materials and BPS+ Training contents, including audio recording, video creation, and added to the MHPSS WG website for materials as mentioned earlier.

Assignment	Translation into some ethnic languages, audio recording, video creation, and add to MHPSS Working Group website for BPS+ training curriculum and MHPSS IEC Materials.
Location	Myanmar
Duration	March – July 2022
Payment	Payment to be made according to deliverables specified in the ToRs
Estimated start date	1 March 2022
End date	31 July 2022
Reporting to	UNFPA Gender Equality/GBV Programme Specialist for contract management, UNFPA MHPSS Programme Specialist for technical supervision

### Background

Given the current context in Myanmar with the political crisis and COVID-19, there is an urgent need to increase the capacity of frontline workers to support a range of protection needs of the population, including basic psychosocial support and awareness of key considerations for child protection and survivors of gender-based violence. The MHPSS working group, along with the Child Protection (CP) Area of Responsibility and Gender-Based Violence (GBV) Sub-Cluster, has developed online and offline training to support capacity building of frontline workers in Myanmar with Basic Psychosocial Skills and considerations for persons in need of protection referral support. This training is based on global guidance on psychosocial support developed by the Interagency Standing Committee (IASC) and adapted to fit into all crisis contexts. In addition, UNFPA Myanmar translated BPS+ (Basic Psychosocial Skills +) training content to Burmese language and adjusted some

graphical illustrations into Burmese context. However, there are still some needs to make this material available in other ethnic languages in Myanmar, such as Rakhine, Chin, Kachin, Karen, etc.

### **Objective**

Under this service contract, the service provider is expected to provide various activities to ensure MHPSS materials are accessible for people in Myanmar. These activities include translation into some ethnic languages, redesigning, making audio recordings, creating the videos, and uploading to the MHPSS WG website.

### **Scope of Works**

UNFPA already translated BPS+ and IEC materials to the Burmese language and adjusted the characters into the Burmese context. UNFPA also has an existing website where these MHPSS materials should be uploaded and adapted into the current website. The service provider will undertake the following activities to ensure the materials mentioned above are accessible for people in Myanmar.

## **1. MHPSS IEC Materials**

### **1.1. Translation**

UNFPA produced five series of MHPSS IEC materials which have already been translated into Burmese languages. A service provider needs to translate the materials in following languages:

- 1.1.1. Jingphaw (Kachin)
- 1.1.2. Karenni (Kayah)
- 1.1.3. Kayan (Kayah)
- 1.1.4. Kayaw (Kayah)
- 1.1.5. Lahu (Shan)
- 1.1.6. Lhaovo (Kachin)
- 1.1.7. Pa-O (Shan)
- 1.1.8. Po (Kayin)
- 1.1.9. Rakhine
- 1.1.10. Rohingya
- 1.1.11. S'gaw (Karen)
- 1.1.12. Tai Lung (Southern Shan)

To ensure the quality of the final product, the service provider should proofread the translation before finalizing it.

#### 1.2. Layout Adjustment

UNFPA has the ready design in photoshop format (.psd) for above mentioned IEC materials. The service provider will only need to put back the translated contents, the same with the original design (English and Burmese). The final product will be 5 series of MHPSS IEC materials available in 12 languages in jpg and pdf versions. Raw materials in photoshop (.psd) format should also be submitted to UNFPA.

### 2. BPS+ Online Training Packages\*

UNFPA has already translated this module to the Burmese language. Considering the ease of use, voice recordings have been created and integrated into the PowerPoint presentation. This module will be accessible through the MHPSS WG website as a separate page dedicated specifically to the BPS+ module. In this regard, BPS+ product will be delivered in the below steps:

- 2.1. Translation of PowerPoint presentation, and presentation notes into four ethnic languages (Jingphaw, Karenni, Rohingya, and S'gaw).
- 2.2. Audio Recording in above mentioned ethnic languages.
- 2.3. Video Creation to attach audio recording to a PowerPoint presentation.
- 2.4. The final product will be uploaded to the MHPSS WG website.

*\*Note: 1 BPS+ training package is composed of translation, audio recording, video, and uploaded to the website.*

### 3. Website Management

The website management in this section refers to the creation of sub-page for BPS+ under the MHPSS WG website, including the adjustment and minor translation of the website interface for the existing MHPSS WG website (as currently, the website is in English). This adjustment is needed to ensure the above-mentioned IEC materials and BPS+ online curriculum is accessible on the Burmese page. The service provider is not required to purchase a domain unless additional features are needed to ensure the BPS+ online curriculum can be adequately integrated. Extra feature costs can be included in other payments (subject to approval by UNFPA prior to the purchase).

#### Deliverables

1. MHPSS IEC materials translated in 12 languages. The final product will be pdf files uploaded to the MHPSS WG website. The service provider should also submit raw materials in photoshop (.psd) version to proceed with the payment for this first product.
2. BPS+ translated into four languages, including voice recording and video creation, and uploaded to the MHPSS WG website.
3. MHPSS WG website accessible in English and Burmese languages, including BPS+ sub-page.

### Suggested Timeline

Deliverables	Mar	April	May	Jun	Jul
Translation MHPSS IEC Materials (12 languages)	X				
Website Management to upload IEC materials and BPS+ training packages, including minor translation from English to Burmese for website interface.	X	X			
BPS+ Training Package - Jingphaw		X			
BPS+ Training Package - Karenni			X		
BPS+ Training Package - Rohingya				X	
BPS+ Training Package - S'Gaw					X

### Inputs provided by UNFPA

Technical support if needed to make the training materials and content appropriate with Myanmar context.

### Consent and Copyright

The contractor shall not infringe any third-party intellectual property rights or copyrights in undertaking any production activities under the contract.

### Skills and Experiences required

The service provider should have a basic understanding of MHPSS issues in Myanmar and experience in translating documents and materials into several ethnic languages. In addition, the team should have experience in website management and graphic design skill, at least using photoshop applications.

### Qualifications and Requirements

The service provider must offer the following demonstrated experience, knowledge, and competencies:

- Significant knowledge and experience in Myanmar ethnic languages, especially translating documents from English to ethnic languages, both written and verbal.
- Website management skills and graphic design is required.
- Basic understanding of mental health and psychosocial support (MHPSS) to ensure technical terminologies are well translated without losing the original meaning.
- Previous engagement with the UN system is highly preferred
- Solid understanding of gender, gender-based violence, and sexual and reproductive health issues as an additional asset
- Language skills in English and Burmese are necessary, with different team members able to speak some other ethnic languages.
- Excellent communication skills.

### The suitable consulting firm will have to fulfill the following requirements:

1. Capacity in human resources:
  - One programme coordinator/programme manager
  - At least two of the team members fluently speak for each ethnic language option, as indicated above, for the purpose of proofreading.
  - At least one team member should have a graphic designer skill to adjust the layout translated IEC materials.

- At least one team member should have website management skills to adjust and manage the existing MHPSS WG website. In addition, s/he must speak Burmese to ensure the Burmese version of the website is well adjusted.
2. Qualifications and specialized knowledge/experience required:
- Significant knowledge and experience in Myanmar ethnic languages, especially translating documents from English to ethnic languages, both written and verbal.
  - Website management skills and graphic design is required.
  - Basic understanding of mental health and psychosocial support (MHPSS) to ensure technical terminology is well translated without losing the original meaning.
  - Previous engagement with the UN system is highly preferred
  - Solid understanding of gender, gender-based violence, and sexual and reproductive health issues as an additional asset
  - Language skills in English and Burmese are necessary, with different team members able to speak some other Ethnic languages.
  - Excellent communication skills.

#### **Applications**

Applicants need to submit the following documents:

- a. Letter of Confirmation of Interest and description of project activities.
- b. Personal CV of all the team members, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- c. Financial Proposal indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

#### **Contractual Management**

- For all contractual issues, the consulting firm shall report to UNFPA. The consulting firm staff shall work directly with UNFPA Gender Equality/GBV Programme Specialist, MHPSS Programme Specialist, and Communication Unit for technical issues. All deliverables shall be approved by UNFPA Gender Equality/GBV Programme Specialist to be considered final.
- The consulting firm shall not make use of any unpublished or confidential information made known while performing duties under the terms of this agreement without written authorization from UNFPA. Furthermore, the products of this assignment will not be a property of the consulting firm and cannot be shared without the permission of UNFPA.
- The contracted consulting firm shall abide by and be governed by UNFPA Procedure on Ethical Standards in its duties
- All materials developed by the institution will remain the copyright of UNFPA, which will be free to adapt and modify the materials for future use.



## II. Questions

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

Name of contact person at UNFPA:	<i>Toe Naing</i>
Tel N <sup>o</sup> :	<i>095 1 546309</i>
Fax N <sup>o</sup> :	<i>095 1 546029</i>
Email address of contact person:	<i><a href="mailto:naing@unfpa.org">naing@unfpa.org</a></i>

The deadline for submission of questions is 14 February 2022, 12 noon Myanmar time. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

## III. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested services and have legal capacity to enter into a contract with UNFPA to deliver the services in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

## 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.
- 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, and are to be sent by email to the email, indicated below no later than : 21 February 2022, 17:00hrs Myanmar time.

[bids.myanmar@unfpa.org](mailto:bids.myanmar@unfpa.org)

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N<sup>o</sup> UNFPA/MMR/RFQ/22/001 – Translation into some ethnic languages, audio recording, video creation, and add to MHPSS Working**



**Group website for BPS+ training curriculum and MHPSS IEC Materials.** 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.

## **VI. Overview of Evaluation Process**

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

## **VII. Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order / Professional Service Contract on a fixed-cost basis to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

## **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**

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](#).



United Nations Population Fund  
UN Building, No.6, Natmauk Road  
Yangon, Myanmar  
Email: [bids.myanmar@unfpa.org](mailto:bids.myanmar@unfpa.org)  
Website: [www.unfpa.org](http://www.unfpa.org)

#### **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 Head of the Business Unit [Mr. Ramanathan Balakrishnan, UNFPA Representative for Myanmar at [balakrishnan@unfpa.org](mailto: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, Supply Chain Management Unit 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).





## PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	<a href="#">Click here to enter a date.</a>
<b>Request for quotation N°:</b>	UNFPA/MMR/RFQ/22/001
<b>Currency of quotation:</b>	USD
<b>Delivery charges based on the following 2020 Incoterm:</b>	<a href="#">Choose an item.</a>
<b>Validity of quotation:</b> (The quotation shall be valid for a period of at least 3 months after the submission deadline.)	

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

Example Price Schedule below: *[Delete after properly completing the Price Schedule, also develop excel version]*

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
1. Professional Fees					
Total Professional Fees					\$\$
2. Out-of-Pocket expenses					
Total Out of Pocket Expenses					\$\$
Total Contract Price (Professional Fees + Out of Pocket Expenses)					\$\$

Vendor's Comments:
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I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/MMR/RFQ/22/001 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.

	<a href="#">Click here to enter a date.</a>	
Name and title	Date and place	



United Nations Population Fund  
UN Building, No.6, Natmauk Road  
Yangon, Myanmar  
Email: [bids.myanmar@unfpa.org](mailto:bids.myanmar@unfpa.org)  
Website: [www.unfpa.org](http://www.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](#)

Please note that a PDF version of the General Conditions of Contracts must be provided.