Date: 19/07/2022

Re-open: REQUEST FOR QUOTATION

RFQ Nº UNFPA/MMR/RFQ/22/006

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Provide integrated Mental Health and Psychosocial Support (MHPSS) interventions to enhance LGBTQIA+ mental health and psychosocial wellbeing in Myanmar”.**

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

1. **About UNFPA**

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](http://www.unfpa.org/about-us)

1. **Service Requirements/Terms of Reference (ToR)**
2. **Background**

The UNFPA strategic plan, 2022-2025[[1]](#footnote-1) focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence (GBV) and harmful practices. UNFPA is currently undertaking activities to ensure that these results take into account a diverse understanding of sexual orientation and gender identity, and that programming meets the needs of LGBTQIA+ individuals and communities so they are not left behind.

In 2021, UNFPA Myanmar commissioned a Mental Health and Psychosocial Needs Assessment of the LGBTQIA+ population including a survey of more than 1,500 self-identifying LGBTQIA+ individuals from around the country. The data revealed concerning evidence around the wellbeing and safety of LGBTQIA+ people. Mental health outcomes for LGBTQIA+ populations are poor – with the most serious statistics from the study indicating that half of LGBTQIA+ people had considered self-harm, and of those, nearly half had acted upon this urge. Furthermore, around half had thought about suicide, and of those, nearly 1-in-3 had made an attempt on their life. These worrying results can be attributed to the widespread violence, discrimination and marginalization suffered by LGBTQIA+ individuals across the country. These dynamics impede their access to healthcare, education and livelihood opportunities, which in turn, further exacerbates poor mental health.[[2]](#footnote-2)

Relationships, romance and intimacy were also a major concern for LGBTQIA+ people. Social stigmas force their relationships into the shadows, fuel fatalistic ideas of inevitable loneliness and result in toxic and unstable relationships. There is limited access to comprehensive sexuality education that goes beyond a medicalised lens, meaning conversations and information around consent, bodily autonomy, healthy relationships and pleasure are virtually non-existent.

As a lead-agency in the field of GBV, MHPSS and SRHR, UNFPA strongly commits to support providing integrated and multi-stakeholder approach in order to address gender inequalities and discriminatory social norms forming the root causes of the violence, discrimination and marginalisation experienced by LGBTQIA+ people. Building on lessons learned from the Mental Health and Psychosocial Needs Assessment, UNFPA seeks to procure a service provider who can rollout a pilot of mental and psychosocial health programming that targets Myanmar’s LGBTQIA+ community at a national scale.

1. **Purpose**

UNFPA seeks to procure a service provider who can pilot a mental and psychosocial health programme targeting Myanmar’s LGBTQIA+ community. The goal of the pilot should be to incrementally build and expand the programming, so that a sustainable and far-reaching network of trained MHPSS practitioners can deliver life-saving MHPSS activities to vulnerable LGBTQIA+ individuals across the country.

1. **Objective**

The overarching objective of this project is to bridge the gap in MHPSS services facing LGBTQIA+ people in Myanmar and contribute to improving the overall wellbeing of Myanmar’s LGBTQIA+ community in respect to mental and psychosocial health outcomes.

Specifically, the project should:

1. Establish a cohort of MHPSS workers focusing on Myanmar’s LGBTQIA+ community
2. Develop and provide relevant and accessible MHPSS services for vulnerable LGBTQIA+ individuals over a 6-month piloting period
3. Determine a feasible workplan for scaling-up programming in future years based on learnings from the pilot activities
4. **Target Location**

Activities are expected to largely be conducted online, meaning the intervention should provide services that are geographically accessible to LGBTQIA+ people across Myanmar (depending on internet infrastructure). Where possible, face-to-face activities can and should be considered. Applicants will need to be able to demonstrate their strong links and networks with the LGBTQIA+ community both virtually and physically, so they can prove their ability to reach the target beneficiary group and generate demand for services.

1. **Scope and of the Assignment**

A contracted party with established networks with Myanmar’s LGBTQIA+ community is required to develop and deliver an appropriate project to provide mental and psychosocial health services for vulnerable LGBTQIA+ populations across the country. The contractor must be familiar with the current political, social and economic context and security to ensure that activities are delivered with respect for conflict-sensitivity and minimize any risk to vulnerable communities.

The contractor’s activity plan should be based upon a current understanding of needs, opportunities and challenges that LGBTQIA+ populations are facing and be informed by evidence and consultation, to the greatest extent possible to ensure that efforts are LGBTQIA+-informed and led. Consideration for engaging diverse sub-sets of the LGBTQIA+ population is encouraged (i.e. how to ensure all identity groups feel encouraged to use the service?).

*The project should aim to train at least 8 individuals in basic MHPSS skills including psychological first aid* (PFA), who will be deployed as the MHPSS trained workers to run the services outlined below. The project should be able to demonstrate a clear plan for mentorship of the new trainees by the senior MHPSS practitioner leading the project.

Services should include:

* Online messaging options through a social media platform or other platform as determined most suitable by the service provider
* A hotline option for voice calls/video calls (depending on the platform)
* Group counselling sessions for different identity groups (online and face-to-face where possible)

In total over the 6 months of the project, the activities should aim to reach at least 100 individuals through online messaging, voice or virtual call options, and hold at least 20 group sessions.

It is expected that the work plan will be implemented from August 2022 through January 2023.

1. **Process and methodology**

The service provider is requested to propose an incremental approach to launching the MHPSS intervention focused on LGBTQIA+ people in Myanmar. This should be led by an experienced MHPSS practitioner who will recruit and train a minimum of 8 other workers (preferably from the LGBTQIA+ community) in basic MHPSS skills. Led and mentored by the senior MHPSS practitioner, the team of new recruits should then roll out MHPSS service provision across various platforms. The approach should be informed and implemented by members of the LGBTQIA+ community itself – and demonstrate both online and offline components to service delivery. Both group and one-on-one services can be considered, as well as psychoeducation and recreational activities to boost MHPSS outcomes.

The piloting process should look as follows:

*Preparation and inception*

* Preliminary communication between UNFPA Myanmar and service provider to finalize workplan and determine feasible services and platforms
* Development and delivery of training and mentoring workplan to be implemented by senior MHPSS practitioner

*Implementation: Training*

* Recruitment of at least 8 individuals to be trained in basic MHPSS skills (including PFA)
* Formal training of 8 individuals to equip them as MHPSS workers

*Implementation: Service roll-out*

* Roll-out of MHPSS services to LGBTQIA+ community
* Ongoing mentoring of 8 MHPSS workers

*Evaluation*

* Delivery of activity summary and evaluation report, with recommendations for future programming

1. **Deliverables**

* Recruiting and training a cohort of at least 8 individuals in basic MHPSS skills
* A training and mentoring workplan for new trainees (to be implemented by the senior MHPSS practitioner).
* Provision of ongoing mental health and psychosocial support (MHPSS) services accessible from across Myanmar (including both regularly hosted sessions and ad hoc/on demand sessions), including at minimum:
  + 100 individual Basic Emotional Support sessions (through online messaging, voice or virtual calls)
  + 20 group Basic Emotional Support sessions (online or face-to-face)
* A mini progress report after the first 2 months of service roll-out indicating status of activities, any challenges and preliminary evaluation of success.
* A final evaluation report reviewing the success of the intervention, including workplan for scaling-up programming in future years based on learnings from the pilot activities

1. **Indicative Timeframe**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Deliverable** |  | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan 2023** |
| Initial meeting with UNFPA to finalize the workplan |  | X |  |  |  |  |  |
| Recruitment and training of 8 MHPSS trained workers |  | X | X |  |  |  |  |
| Set-up and advertisement of services |  | X | X |  |  |  |  |
| Roll-out of services |  | X | X | X | X | X |  |
| At least 100 individual clients reached |  |  |  |  | X | X |  |
| At least 20 group sessions facilitated |  |  |  |  | X | X |  |
| Delivery of 2-month progress report |  |  |  | X |  | x |  |
| Delivery of evaluation report |  |  |  |  |  |  | x |

1. **Inputs provided by UNFPA**

UNFPA will provide coordination and technical support to the contracted party through the Country Office team including specialists on GBV, MHPSS and SRHR. UNFPA will provide a background briefing and relevant materials and documentation to the selected contractor and remain available for regular consultation and engagement.

The team should also engage in brief monthly catch-up meetings to update UNFPA on progress made.

1. **Contingency planning in event of COVID-19 restrictions**

The service provider should always follow the COVID-19 related guidelines and abide by the rules while carrying out the activities. The service provider should have a comprehensive contingency plan in place based on the regulations arising from COVID-19. Given the current COVID-19 situation in Myanmar, UNFPA will regularly discuss with the service provider regarding the implementation to identify possible challenges and discuss how to address these issues.

1. **The suitable consulting firm will have to fulfil the following requirements:**
2. **Capacity in human resources:**

* One Project Manager/Coordinator with 5 years’ proven of relevant experience in LGBTQIA+ community support and service provision
* One team member in the firm with advanced Degree in clinical psychology, psychiatry, social work, with at least 5 years of valuable experience in MHPSS services, programming and capacity building – who will lead the training of MHPSS trained workers

1. **Equipment and logistics:**

* Online platform to conduct/facilitate training and supervision/mentoring in English/Myanmar, when required

1. **Qualifications and specialized knowledge/experience required:**

* Specialized knowledge in Myanmar’s LGBTQIA+ community
* Experience providing services for the LGBTQIA+ community
* Demonstrable networks with Myanmar’s LGBTQIA+ community and experience in demand generation
* Strong training, coaching, mentoring and supervision experiences
* Excellent communication skills
* At least one team member in the firm with bilingual skills in English and Myanmar is an asset

1. **Applications**

Applicants need to submit the following documents:

* Letter of Confirmation of Interest and description of project activities.
* Personal CV of all the team members, indicating all past experience from similar projects,
* Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

1. **Contractual Management**

* For all contractual issues, the consulting firm shall report to UNFPA. For technical issues, the consulting firm staff shall work directly with UNFPA Gender Equality/GBV Programme Specialist, Gender, Policy and Advocacy Specialist, LGBTQIA+ Inclusion consultant and MHPSS Specialist. All deliverables shall be approved by UNFPA Gender, Policy and Advocacy 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. 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, who will be free to adapt and modify the materials for future use.

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Toe Naing* |
| Email address of contact person: | *naing@unfpa.org* |

The deadline for submission of questions is 10 August 2022 at 12:00 PM Myanmar time. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

1. **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 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](https://www.un.org/securitycouncil/content/un-sc-consolidated-list) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](http://www.ungm.org/) or the [World Bank Group](https://www.worldbank.org/en/about/corporate-procurement/business-opportunities/non-responsible-vendors).
* Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](http://www.un.org/Depts/ptd/pdf/conduct_english.pdf).

1. **Content of quotations**

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

1. Technical proposal, in response to the requirements outlined in the service requirements / TORs.
2. Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the quotation must be signed by the bidding company’s relevant authority and submitted in PDF format.

1. **Instructions for submission**

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form and are to be sent by email to the contact person indicated below no later than: Tuesday, 16 August 2022, 12 noon Myanmar Time.

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *UNFPA Myanmar Procurement* |
| Email address of contact person: | *bids.myanmar@unfpa.org* |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/MMR/RFQ/22/006. Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
* Please do **NOT** send the emails containing your offer to any other email address (not even as a copy (CC) or blind copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.
* 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.
* 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 Toe Naing at [naing@unfpa.org](mailto:naing@unfpa.org)

1. **Overview of Evaluation Process**

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

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

1. **Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order to the Bidder(s) that obtain the lowest priced technically acceptable offer.

1. **Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of contract to increase or decrease, by up to 20%, the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

1. **Payment Terms**

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s Policy regarding fraud and corruption is available here: [Fraud Policy](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required.  Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records.  Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](http://web2.unfpa.org/help/hotline.cfm).

1. **Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Mr. Ramanathan Balakrishnan at balakrishnan@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

1. **Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/MMR/RFQ/22/006 |
| **Currency of quotation:** | USD |
| **Delivery charges based on the following 2010 Incoterm:** | Choose an item. |
| **Validity of quotation:**  *(The quotation shall be valid for a period of at least 3 months after the submission deadline.)* |  |

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

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

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

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/MMR/RFQ/22/006 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA, and we will abide by this quotation until it expires.

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

**ANNEX I:**

**General Conditions of Contracts:**

**De Minimis Contracts**

This Request for Quotation is subject to UNFPA’s General Conditions of Contract: De Minimis Contracts, which are available in: [English,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)

1. Available at https://www.unfpa.org/unfpa-strategic-plan-2022-2025-dpfpa2021 [↑](#footnote-ref-1)
2. Mental Health Needs Assessment available at <https://myanmar.unfpa.org/sites/default/files/pub-pdf/mental_health_psychosocial_needs_assessment_of_myanmars_lgbtqi_community.pdf> [↑](#footnote-ref-2)