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Date: 31 January 2023

## REQUEST FOR QUOTATION RFQ № UNFPA/USA/RFQ/23/010

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

### **“Evaluation of Gender Based Violence 2-Year Central Emergency Response Fund Block Grant”.**

UNFPA requires the provision of Evaluation services to a project implemented with United Nations Office for the Coordination of Humanitarian Affairs (OCHA) Central Emergency Response Fund (CERF) funds in 11 countries, 6 of which along with UN Women who had received funds from the same allocation.

### **About UNFPA**

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

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

### **Service Requirements/Terms of Reference (ToR)**

#### **Objectives and scope of the Services**

##### **I. Background information**

In 2021, the United Nations Population Fund (UNFPA) and UN Women were allocated \$25 million in CERF funding to strengthen prevention, mitigation, and response to Gender Based Violence in emergencies (GBViE). Specifically, the funds were to provide additional resources to initiatives in several countries facing significant Gender Based Violence (GBV) challenges, to ensure multi-sectoral GBV response including medical care and family planning, psychosocial support, safe spaces, legal support, and counselling as well as access livelihoods related training and cash for work opportunities across diverse country settings. In allocating these funds, the Emergency Relief Coordinator recognized women led organisations in responding to GBV in their communities, and in line with the Grand Bargain commitments on localization, requested that at least 30 percent of the CERF Global Grant funding be allocated directly to local Women Led Organizations (WLOs) with a view to enhancing their GBV operational capacity (prevention and protection) and engagement in humanitarian decision making and accountability. The project is implemented in 11 countries 6 of which with both UNFPA and UN Women.

The Project has 4 outcomes:

- Common Outcome 1 (UNFPA-UN Women): Targeted people, through program interventions, report changes in perceptions and attitudes towards social norms and practices that perpetuate gender-based violence and gender inequalities.
- Common Outcome 2 (UNFPA-UN Women): WLOs and WROs are empowered to increasingly engage in decision making and leadership in GBV response, mitigation, and prevention.
- Outcome 3 (Agency specific UNFPA) Quality multisectoral GBV response services are accessible to women and girls and delivered through a survivor centred approach.
- Outcome 3 (Agency specific UN Women): Women and girls who have experienced/are experiencing GBV or are at risk of GBV benefit from provision of and access to quality, multi-sectoral services, including legal aid.
- Outcome 4 (Agency specific UN Women): Reduced risk of GBV through provision of livelihoods opportunities, cash transfers including cash for work.

## II. Scope of the Evaluation

### ➤ Substantive scope:

The evaluation will focus on the achievement of the outcomes as outlined in the initial project document of the two agencies. It will not duplicate the significant number of evaluative reviews of GBV mandated entities and / or related programming. This evaluation will also take into account the innovative features of the CERF Block Grant and its possible impact on the outcomes.

### ➤ Temporal scope:

The evaluation will cover the CERF projects from 15 February 2021, up until the end of the implementation period – 16 February 2023 (entire implementation period of the Project)

### ➤ Geographical scope:

The evaluation will focus on selected countries<sup>1</sup> where the project was implemented by UNFPA and UN Women

### ➤ Stakeholders

The primary users are OCHA, UNFPA, UN WOMEN, the Operational Policy and Advocacy Group, Emergency Directors Group, the GBV AOR of the Global Protection Cluster, Inter Agency Standing Committee (IASC) Gender Reference Group. The secondary users are donors, front-line responders (including Resident Coordinator (RC) /Humanitarian Coordinators (HC)s and HCTs)/United Nation Country Teams (UNCTs), local actors, other inter-agency mechanisms to advance localization, Women Lead Organizations (WLOs), Humanitarian Development Peace (HDP) Nexus actors.

## III. Research questions of the Evaluation

### 1. Objectives

The overarching objective of the review is to assess whether the allocation met its stated objectives while also aiming to establish learning of broader relevance to advancing GBV prevention and response programming and WLOs' participation in humanitarian action.

The main objectives of the evaluation are listed below:

<sup>1</sup> Bangladesh Cameroon, Colombia, Ethiopia, Iraq, Mali, Myanmar, Opt, Somalia, Sudan, Venezuela

1. Assess the achievements of the project in terms of the four outcomes developed by the participating agencies and how the dedicated funding envelope facilitated their efforts to address GBV
2. Identify the project's promising practices, and lessons learnt in addressing GBV prevention, mitigation, and response in humanitarian settings
3. Examine the benefits of targeted funding to improving WLOs' capacities for increased involvement in GBV prevention and response. and associated promising practices and challenges; .

## 2. Evaluation criteria and guiding questions

The evaluation will apply internationally established evaluation criteria, taking into account their relevance to each outcome drawing from the evaluation criteria in the United Nations Evaluation Group (UNEG) norms and standards, and the ALNAP criteria for the evaluation of humanitarian action. The sections below contain indicative questions that will be elaborated on during the inception phase of the evaluation to produce the final list of key questions and sub-questions that will guide the evaluation.

The sections below contain **indicative questions to be** elaborated during the inception phase of the evaluation to produce the final list of key questions and sub-questions that will guide the evaluation

### Efficiency

- Were project resources used efficiently?
- Did the project result in increased synergies and complementarities between UNFPA and UN Women supported interventions, across common and agency specific outcomes?
- Did this direct infusion of funds to the agencies make response to GBV more efficient?

### Effectiveness

- Did the project achieve the common and agency-specific outcomes? What were the key factors affecting achievement of results? What were key challenges?
- What has been the contribution of CERF funded programmatic activities to strengthening institutional capacities of women-led and women rights' organisations to engage in humanitarian decision making; and scale up GBV programming interventions in crisis affected communities?


### Sustainability

- What factors across the 6 country contexts can potentially contribute to sustainability and ownership of the programme by WLOs and other local actors beyond the two-year implementation period?

In addition to the above questions, a range of cross-cutting questions will examine to what extent cross-cutting themes such as humanitarian principles, inclusivity, accountability to affected people and PSEA were taken into consideration in the implementation of the programmatic activities.

The evaluation will draw on thematic reviews/case studies on programming on social norms, and partnerships with LWLOs under the Project (including data collection in specific countries); and the endline survey measuring progress towards Outcome 1 indicators. Key elements of the thematic reviews/case studies and the endline survey will feed into the work of the Evaluation Team; and be included in the final report. The evaluation will also be informed by the outcomes of the Post Implementation dialogue of this project.

## 3. Governance and Oversight, Evaluation Team and Reference Group

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The Evaluation team will be led by an experienced and senior humanitarian practitioner with a proven track record of expertise in GBV in emergencies and / or expertise in localisation.

The Evaluation Team will bring together a complementary combination of skills and experience that should include experience in slow and rapid onset emergencies and protracted crises, including conflict and disaster-settings; familiarity with the international humanitarian system, its current debates and challenges; experience with accountability to affected populations, protection, working with local civil society and community-based organisations, and effective inclusion of different ages, genders, and diversities of internally displaced persons and displacement affected communities; and expertise in outcome level design and evaluation of complex and multi-level programmes; strong analytical and conceptual capacity and systems thinking skills. The Evaluation team will be gender balanced and represent diversity of geography.

The Evaluation Team will be supported by a **Reference Group** that will provide advice and serve as a sounding board. The Reference Group will comprise representatives from: UNFPA, UN-WOMEN and OCHA/CERF, representatives of WLOs and GBV leading expert(s).

The Reference Group will advise the Evaluation Team on key issues/contexts; receive periodical interim briefings on the progress of the Evaluation and its findings and provide support and advice to the Evaluation consultants; provide feedback on the draft findings and recommendations of the Review for consideration by the evaluation team; advise the evaluation Team on an appropriate focus for the Review recommendations and help to ensure that the recommendations will be actionable and directed at the appropriate components and levels of humanitarian coordination and decision-making. This will be done with the understanding that the evaluation will be independent and the Evaluation Team will make the ultimate decision on the key findings and recommendations to present to senior management of UNFPA and UN Women.

#### 4. Methodology

During the inception phase, the evaluation team will further specify the questions outlined under section III and will propose a detailed methodology. The methods of analyses may include, as relevant and feasible, the following:

- Desk reviews of project related documentation
- Online survey
- Country case studies- Field visits in selected countries (defined during the inception phase)
- Key Informant Interviews and focus group discussions with key stakeholders including, as relevant:
  - Representatives of UN-Women and UNFPA implementing partners.
  - Local and community-based organisations with focus on WLOs
  - UNFPA and UN Women Frontline staff, programme managers, country directors/heads of office (especially members of Humanitarian Country Teams), , as well as HQ level policy and operational directors/leadership.
  - National GBV and Gender equality actors
  - Affected populations where possible
- Virtual webinars designed, and facilitated on Evaluation, findings and recommendations.

## 5. Deliverables

The product of this evaluation should consist of a detailed Evaluation report, including a summary of findings, examples of promising practices and concrete and implementable recommendations that can inform future response strategies.

Deliverables include:

- Draft and final Inception report including a detailed methodology
- Roundtable to present and discuss draft inception report to the main stakeholders, including Reference Group members
- Draft Evaluation Report with annexes and case studies
- Final Evaluation report (integrating feedback from Reference Group members) including an executive summary
- Presentation (s) of final evaluation report to key stakeholders

## 6. Timeline

The Evaluation tentatively will start 1 March 2023. A final report with actionable recommendations is expected at the end of June 2023.

## 7. Submission package should also include:

- At least two samples of evaluations of humanitarian programmes/projects
- At least 3 references with the client contact details, contract value and period of performance
- Team composition and duly completed CVs of each team member
- Company profile and registration
- Technical and Financial proposal in the provided format

## IV. Questions

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


Name of contact person at UNFPA:	SCMU HQ Team
Email address of contact person:	<a href="mailto:scmu.hq@unfpa.org">scmu.hq@unfpa.org</a>

The deadline for submission of questions is 06 February 2023. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

## V. Eligible Bidders

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

- A bidder must be a legally-constituted company that can provide the requested service and have legal capacity to enter into a contract with UNFPA to Deliver in the country, or through an authorised 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.

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- 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](#)

## VI. Content of quotations

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid **separately** from their Financial Bid containing the price information. Each envelope shall consist of a single email whenever possible, depending on file size.

- Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- 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.

## VII. Instructions for submission


Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, and are to be sent by email to the address indicated below no later than: **12 February 2023 at 23:00 Hours Copenhagen Time**<sup>2</sup>.

Name of contact person at UNFPA:	SCMU HQ Team
Official Email address of SCMU:	<a href="mailto:bidtender@unfpa.org">bidtender@unfpa.org</a>

Please note the following guidelines for electronic submissions:

- The following reference must be included by the Bidder in the email subject line:
  - UNFPA/USA/RFQ/23/010 – [Company name], Technical Bid
  - UNFPA/USA/RFQ/23/010 – [Company name], Financial Bid
  - Submissions without this text in the subject line may be rejected or overlooked and therefore not considered.
- It is the Bidder's responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid's misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.
- 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

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

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- 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 your offer require you 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 [scmu.hq@unfpa.org](mailto:scmu.hq@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.

#### VIII. 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

#### IX. 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 obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Professional experience and expertise of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.)	100		20%	
Profile of the company and relevance to the Project	100		10%	
Technical approach, methodology and level of understanding of the objectives of the project	100		35%	

Work plan/time scales given in the proposal and its adequacy to meet the project objectives	100		10%	
Diversity of the team	100		10%	
Quality Control/Assurance (10%)	100		15%	
	600		100%	

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

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


#### X. Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 60 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:

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



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## **XI. 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.

<p>Total score = 70% Technical score + 30% Financial score</p>
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### **Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Contract for Professional Services to the Bidder(s) that obtain the highest total score.

### **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.

### **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.

### **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](#).

### **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](#).


### **RFQ Protest**

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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, Supply Chain Management Unit at [procurement@unfpa.org](mailto:procurement@unfpa.org).

**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

<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/USA/RFQ/23/010
<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> <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	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)					\$\$

<b>Vendor's Comments:</b>          
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I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/USA/RFQ/23/010 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	

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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](#)