Date: February 17, 2023

**REQUEST FOR QUOTATION**

**RFQ Nº UNFPA/LBN/RFQ/2023/001**

**“Review of existing material on SRH (Sexual and Reproductive Health) and (Gender Based Violence) GBV, development of GBV/SRH Integration training package and delivery of Training of Trainers on the integrated package”**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

UNFPA requires the provision of a multidisciplinary team services that includes international and national experts to develop a GBV/SRH integration training package that includes basic training modules on SRH and GBV for physicians, midwives, nurses, social workers, case managers, psychologists and outreach workers; while adding specific themes and topics for each category of the care providers as deemed relevant. The training package will be based on the existing training material already developed by UNFPA Lebanon in the last 10 years while taking into consideration any gaps to be filled. The development of the package will be followed by delivery of a Training of Trainers for an estimated 10 service providers who will be entrusted with rolling out the training to a wider group of service providers. Accordingly, a multidisciplinary team of international and national experts with competencies in SRH and GBV is required to carry out this task.

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 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](http://www.unfpa.org/about-us)

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

Between 2017 and 2018, UNFPA Lebanon piloted a GBV/SRH integrated approach among 4 partners and consisting of a diverse service/information package including reproductive health, psychosocial support, GBV case management, safe space and legal services either at health facility level and/or through identified referral pathways. The pilot approach was evaluated in 2019-2020 and demonstrated effective, timely and impactful results as well as improved SRH and GBV outcomes. Building on the pilot and evaluation of the approach, four models for integration were developed by UNFPA in 2021 in addition to an assessment tool that allows classification of health facilities under each of these models based on selective criteria. Moreover, UNFPA in collaboration with the Ministry of Public Health (MOPH) developed a guide on the main fundamental principles of GBV/SRH integration in health care facilities at primary health care level. In 2021, an estimated 350 health and social care providers were sensitized on the SRH/GBV integrated approach along with the different models. In 2022 UNFPA Lebanon rolled out the SRH/GBV integrated package in several health facilities and plans to expand the model with additional health care facilities in 2023 and beyond.

To ensure proper and adequate integration of GBV in SRH services, personnel at the health care facility require a list of technical and non-technical skills and competencies to be able to provide quality care services. The set of competencies depends on the profile and nature of professional involvement of each of the concerned personnel as clearly articulated in the above-mentioned guide on the main fundamental principles of GBV/SRH integration in health care facilities at primary health care level.

Based on the above, this consultancy aims to determine the training module on GBV/SRH integration required for the care providers under each of the GBV/SRH integration models elaborated in the GBV/SRH integrated package to develop their capacities and competencies (core, technical and behavioural competencies).

The GBV/SRH integration models include

1. Basic integrated model ( selective provider and or facility level integration- same site)
2. Intermediate integrated model (comprehensive provider and /or facility level integration- same site)
3. Advanced integrated model ( Systems- level integration; multi-site linkages)
4. One Stop Shop

A multidisciplinary team with competencies in SRH and GBV is required to carry out this task. The development of the package will be followed by delivery of a Training of Trainers for an estimated 10 service providers who will be entrusted with rolling out the training to a wider group of service providers.

It should be noted that UNFPA Lebanon developed between 2000 and 2021 several training packages on SRH and GBV as complementary, not in an integrated manner; hence the outcome of this consultancy will contribute to ensuring a more coherent and complementary approach for reinforcing the integrated approach both theoretically and practically.

Below the set of tasks required:

* **Preparing an action plan** with a timeline of activities to be carried out under this consultancy
* **Conducting desk review** consisting of the following documents (in Arabic and English): a) GBV/SRH integrated resources developed by UNFPA Lebanon (including the main fundamental principles of GBV-SRH integration in health care facilities at primary health care level, the 4 models, the evaluation of the GBV-SRH integration pilot project, the assessment tools etc), b) Training packages/material on SRH and GBV developed by UNFPA Lebanon prior to adopting the integrated approach such as SRH manual for health care providers and for peer educators, SRH counselling for adolescent girls, menstrual hygiene management, basic financial education for women, health care providers communication with GBV survivors (6-8 in total), c) National RH guidelines, standard operating procedures and packages (4-5 in total), d) International GBV standard operating procedures in addition to the contextualized GBV Essential Service Package, e) International Human Rights Instruments including the Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW), and f) National Legal Frameworks (Laws/Legislations/Policies/Decrees) on GBV prevention and response in Lebanon.
* **Conducting KII** with UNFPA partners implementing GBV/SRH integrated approach to better understand the training needs in each area (8-10 KII)
* Based on (1), (2) and (3) above, **developing a framework** that determines the learning needs for each of the 4 models in the RH/GBV integrated package taking into consideration the required competencies for the care providers
* **Developing a training package/content/module** for the care/service providers and under each of the 4 models based on revised material
* **Identifying gaps in training resources** that need to be developed and ensuring filling the gaps
* **Presenting a report** synthesizing the results of this review and including a matrix that presents the gaps in a visually structured manner
* **Submitting the final consolidated training package** on GBV/SRH integration
* **Delivering a training of trainers** for 10 service providers identified by UNFPA on the developed material such as the TOT will be an onsite training having the national experts facilitating in person and the international experts joining online.

The multidisciplinary team members should include experts in Sexual and Reproductive Health and in Gender Based Violence including both Lebanese and International experts. Timeline to complete these tasks is 25 working days between March 15th and April 31st 2023

**Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Maguy Ghanem* |
| Tel Nº: | *96179151823* |
| Email address of contact person: | *maghanem@unfpa.org* |

The deadline for submission of questions is March 1st, 2023. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

1. **Content of quotations**

Quotations should be submitted in a single e-mail 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.
3. CVs of the members of the multidisciplinary teams
4. Organogram showing reporting lines of team members

Parts (a) and (b) 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 IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below no later than : Tuesday March 7th 2023

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | Maguy Ghanem |
| Email address of contact person: | *maghanem@unfpa.org>* |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/LBN/RFQ/2023/001 Review of existing material on SRH (Sexual and Reproductive Health) and (Gender Based Violence) GBV, development of GBV/SRH Integration training package and delivery of Training of Trainers on the integrated package Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
* The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

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.

Technical proposals will be evaluated based on their responsiveness to the service requirements Terms of Reference (TOR) and in accordance with the evaluation criteria below.

| **Criteria** | [A] Maximum Points | [B]  Points attained by Bidder | [C]  Weight (%) | [B] x [C] = [D]  Total Points | |
| --- | --- | --- | --- | --- | --- |
| A. Technical approach, methodology and level of understanding of the objectives of the project (please refer to point A in Annex E) | 100 |  | 30% |  | |
| B. Profile of the company and its understanding of the requirement, and the qualifications in relevance to the Project. (please refer to point B in Annex E) | 100 |  | 15% |  | |
| C. Proposed team structure: Professional experience of the staff that will be employed to the project proving demonstrated expertise in SRH, GBV, capacity development and other related processes (CVs, etc.) (please refer to point C in Annex E) | 100 |  | 20% |  | |
| D. Work plan/time scales given in the proposal and its adequacy to meet the project objectives (please refer to point D in Annex E) | 100 |  | 20% |  | |
| E. Specific experience and expertise relevant to the assignment: Sample of previous work relevant to the required tasks under this TOR (please refer to point E in Annex E) | 100 |  | 15% |  | |
| *Grand Total All Criteria* | 500 |  | 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** | **50 – 69** |
| **Does not meet the requirements or no information provided to assess compliance with the requirements** | **0 - 50** |

1. **Award Criteria**

UNFPA shall award a Purchase Order in 2023 to 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 treated in connection with the solicitation or award of a contract may submit a complaint directly to the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

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 [Ms Asma Kurdahi, Head of UNFPA Lebanon Office at [kurdahi@unfpa.rog](mailto:kurdahi@unfpa.rog)]. 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).

Annex A

# Bidders Identification Form

**RFQ Nº UNFPA/LBN/RFQ/2023/001**

1. **Organization**

|  |  |
| --- | --- |
| Institution Name |  |
| Address, City, Country,Telephone/FAX |  |
| Website |  |
| Date of establishment |  |
| **Legal Representative**: Name/Surname/Position |  |
| **Legal structure**: natural person/Co. Ltd, NGO/institution/other (please specify) |  |
| Areas of expertise |  |
| A copy of legal status in Lebanon |  |
| Years providing services to UNFPA/UN |  |
| VAT registration # |  |

1. **Expertise of Staff**

|  |  |
| --- | --- |
| Total number of staff |  |
| Number of staff involved in similar supply contracts |  |

1. **Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation**

|  |  |
| --- | --- |
| Name/Surname |  |
| Telephone Number (direct) |  |
| Email address (direct) |  |

P.S.: This person must be available during the next two weeks following receipt of bid

|  |  |
| --- | --- |
| Signature and stamp of Bidder: |  |
| Name: |  |
| Title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |

**Annex B**

**Bidder’s Previous Experience**

**RFQ Nº UNFPA/LBN/RFQ/2023/001**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Order No. & Date** | **Description[[1]](#footnote-1)** | **Client** | **Contact person, phone number, email address** | **Date of service** | | **Contract Amount** | **Satisfactory completion** |
| **From** | **To** | **(Currency)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |

Indicate the description of products, services or works provided to their clients.

To be attached: Evidence (client’s letter or certificate) in support of satisfactory completion of above orders.

|  |  |
| --- | --- |
| Signature and stamp of Bidder: |  |
| Name and title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |
| Date: |  |

Annex C

PRICE Quotation Form

**RFQ Nº UNFPA/LBN/RFQ/2023/001**

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | RFQ Nº UNFPA/LBN/RFQ/2023/001 |
| **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 | Daily Rate | Days 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)* | | | | | $$ |

|  |  |
| --- | --- |
| Signature and stamp of Bidder: |  |
| Name: |  |
| Title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |

Annex D

Proposal Quotation Form

**RFQ Nº UNFPA/LBN/RFQ/2023/001**

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

| Criteria |  |
| --- | --- |
| **Proposed Approach, Methodology, Timing and Outputs: 30%**  Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person hours/days in each specialization that you consider necessary to carry out all work required. |  |
| **Your firm’s understanding of the requirements for services and the objective of this project, including assumptions: 10%**  Include any assumptions as well as comments on the data, support services and facilities to be provided as indicated in the TOR or as you may otherwise believe to be necessary. |  |
| **Brief description of the firm and the firm’s qualifications: 5%**  Providing information that will facilitate our evaluation of your firm/institution’s substantive reliability, such as catalogues of the firm, and financial and managerial capacity to provide the services |  |
| **Proposed Team Structure**: **10%**  The composition of the team that you would propose to provide to the assignment, and the work tasks (including supervisory) which would be assigned to each. An organogram/organization chart illustrating the reporting lines, together with a description of such organization of the team structure should support your Bid. |  |
| **Proposed Project Team Members**: **10%**  Attach the curriculum vitae of the senior professional member of the team and members of the proposed team. |  |
| **Detailed description of your proposed deliverables:** **5%** |  |
| **Detailed project plan (Gantt chart) showing the required resources and support from your firm as well as from UNFPA: 10%** |  |
| **A list of tasks: 5%** |  |
| **Why you would be qualified for this project (Similar reference deliverables, ideally with live examples): 15%**  Sample of previous work relevant to the required tasks under this TOR |  |

P.SBidder(s) should not include any information or indications related to their Financial Bid in their Technical Bid. Such action will definitely lead to disqualification of entire Bid.

**Annex E**

**General Conditions of Contracts: De Minimis Contracts**

**RFQ Nº UNFPA/LBN/RFQ/2023/001**

This Request for Quotation is subject to UNFPA’s General Conditions of Contract: De Minimis Contracts, which are available in: [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. Please indicate relevant contracts to the one requested in the RFP. [↑](#footnote-ref-1)