**REQUEST FOR EXPRESSION OF INTEREST (REOI)**

| REOI Reference: EOI - UNFPA/BLR/RFQ/24/011 | Date: 05 November 2024 |
| --- | --- |

UNFPA Belarus hereby invites interested and eligible suppliers to submit Expressions of Interest (EOIs) for conduction of a **Survey on Knowledge, Attitudes and Practices (KAP)** to collect in-depth qualitative and quantitative information on the underlying behavioral, social, cultural and economic factors and identify drivers behind evident practices, in order to develop targeted interventions. The detailed specifications, proposed contract terms and conditions will be provided to the companies who will be qualified for the Invitation to Bid to be followed after this request for EOI.

Please note that this is not an invitation for submission of a bid. This is a request for Expression of Interest in order to identify qualified vendors interested in participating in the forthcoming solicitation process.

Vendors that are interested in participating in the future solicitating process are requested to send their Expressions of Interest (EOIs) by email, with a subject line “EOI - UNFPA/BLR/RFQ/24/011” **ONLY to the following email address:** [procurement-belarus@unfpa.org](mailto:procurement-belarus@unfpa.org). EOIs sent to any other email addresses will not be considered.

The deadline for submission is **22 November 2024.**

EOIs should be submitted in English or Russian and must contain all of the required information.

| **Section 1: DESCRIPTION OF REQUIREMENTS** | |
| --- | --- |
| **PROCESS STAGES and PURPOSE** | The KAP study is divided into three stages (possibly 3 Lots):   1. Methodological and Preparatory Developments 2. Field Work, Data collection and Data preparation 3. Analytical Report Development   The purpose of the study is to generate reliable evidence on knowledge, attitudes and practices (KAP) among several population groups regarding the following UNFPA program and communication priorities.  The study will collect in-depth consistent qualitative and quantitative information on the underlying social, cultural and economic factors that drive prevailing social norms on UNFPA priorities. The study will identify drivers behind evident practices/behaviors, in order to develop targeted interventions.  KAP findings are expected to provide the UNFPA Belarus team with wider evidence. The KAP findings will also ensure evidence base for ongoing Country Program and pave the ground for the next program cycle interventions.  Beyond the ongoing UNFPA action, the findings of this study will be used by UN agencies, civil society organizations and national stakeholders to plan and implement interventions in line with national progress towards the SDGs and strategies for SRHR and Youth, gender equality and demographic resilience applying data-driven decision-making approach. |
| **SCOPE OF WORK** | The sample size for household survey should be representative to the population of Belarus and be no less than 1500 respondents for quantitative data collection and include respondents from each region of Belarus.  The study should include no less than (20) Focus Group Discussions and (10) Key Informant Interviews for each focus topic.  The KAP survey design should incorporate a detailed sampling and scoring methodology, robust data collection tools, strong methods for data backchecking, cleaning, recording, collating, and analysis with simple visualization. The design must also include a strategy for field plans and in the field sample selection, survey, and/ or listing protocols. The Supplier must list all available options for selecting the software for data analysis and assess the advantages and disadvantages of each option with a mention of the preferred software.  The KAP survey will collect information on the Knowledge, Attitudes, and Practices of the local populations concerning following focus topics:   1. sexual and reproductive health of women and men; 2. youth engagement and activism; 3. volunteering; 4. gender equality and women empowerment; 5. domestic violence and gender-based violence against women; 6. population ageing & 65+ inclusiveness; 7. intergenerational dialogue; 8. social inclusion for vulnerable groups; 9. demographic resilience;   and covering the areas of use and knowledge of:   * business engagement/response in addressing social challenges; * innovative tools and solutions; * communication: trusted sources and preferred channels.   The Supplier should:   1. Ensure that the survey, where appropriate, engages a diverse range of respondents including women, men, youth and older people from different age and social/ethnic/economic groups, urban and rural, vulnerable populations like people with disabilities, people 65+, pregnant women etc. Data needs to be disaggregated according to these criteria to enable analysis. 2. Ensure gender representation in responses sought and data/information collected on women-specific issues. 3. Ensure that data/information collected covers family structure, income, occupation and consumption patterns, as well as education, age and current residence. 4. Consult with the focal team members from UNFPA CO Belarus at each step of the survey, such as the development of the conceptual framework, methodology, scoring or weighting approach, research instruments, selection of teams and interviewers, and their training when needed, roll out and field plans, quality control, and supervision, data analysis, and presentation. Incorporate all feedback received. 5. Share the methodology, draft questionnaires and KIIs and FGDs guides with UNFPA CO Belarus and incorporate feedback in the final version to be administered in the field. The final questionnaire must be pre-tested and a pre-test report, detailing all findings and any proposed changes, must be submitted to UNFPA CO Belarus as a final product. 6. Ensure that data collection is monitored at different levels in the field to ensure quality assurance. 7. Consider, check and avoid logical and cognitive biases on each stage within the scope of work. |
| **METHODOLOGY** | A mixed consistent quantitative and qualitative methodology is recommended for conducting the KAP survey. The quantitative component should involve a household survey, community survey, service provider survey, and secondary quantitative data analysis. Based on the questions specified in the proposed research plan and the objectives spelt out, the research organization will be required to rationalize (in consultation with UNFPA CO Belarus) what variables to focus on when developing the quantitative instruments.  The qualitative component should include Key Informant Interviews and Focus Group Discussions to elicit additional information that cannot be obtained from the quantitative methods and provide explanations for variations observed in the quantitative analysis.  The sample size for the survey needs to be jointly agreed by the UNFPA CO Belarus and the research organization, however, a detailed proposed sampling methodology and sample size both country-wide and regionally representative (separately calculated) should be included in the proposal. |
| **Section 2: APPLICATION REQUIREMENTS** | |
| **Content of EOI** | Content of EOI The EOI should include the following information:   * Attachment I - Company identification and profile signed by n authorized official * Attachment II – Declaration of Eligibility signed by authorized official * Supporting documents on Vendor’s choice in the evidence of the interest and capacity to participate in the solicitation process (e.g. description of previously conducted surveys).   **Note**: Prices are not required at this stage. |
| **Deadline for Submission of EOI** | **22 November 2024, 23:59 Minsk time.**  If any doubt exists as to the time zone, refer to  http://www.timeanddate.com/worldclock/. |
| **Procedure for Submission of EOI** | Vendors interested in participating in the planned solicitation process should forward their expressions of interest (EOI) to UNFPA Belarus by the closing date set forth in this request by email as follows:   * Email address: [procurement-belarus@unfpa.org](mailto:procurement-belarus@unfpa.org) * File Format: word; pdf * File names must be maximum 30 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. * All files must be free of viruses and not corrupted. * Max. file size per transmission: 5 MB * Mandatory subject of email: EOI - UNFPA/BLR/RFQ/24/011. Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y. |
| **Contact Person for Correspondence and Clarifications** | Ms. Maryia Duvakina  E-mail address: [duvakina@unfpa.org](mailto:duvakina@unfpa.org)  Subject: EOI - UNFPA/BLR/RFQ/24/011– Request for Information |
| **Request for EOI Conditions** | This Request for Expression of Interest does not constitute a solicitation. UNFPA Belarus reserves the right to change or cancel the requirement at any time during the EOI and/or subsequent solicitation process. UNFPA Belarus also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting an EOI does not automatically guarantee receipt of the solicitation documents when issued.  Invitations to bid and any subsequent purchase order or contract will be issues in accordance with the procurement rules and procedures of the UNFPA. |

**Attachment I.**

# Vendor’s Profile and Identification Form

# 

| * + - 1. **Background** | | | |
| --- | --- | --- | --- |
| Company/Institution Name | |  | |
| Address, City, Country | |  | |
| Telephone/FAX | |  | |
| Website | |  | |
| Date of establishment | |  | |
| Country of business registration | |  | |
| **Legal Representative**: Name/Surname/Position | |  | |
| **Legal structure**: natural person/Co.Ltd, NGO/institution/other (please specify) | |  | |
| **Organizational Type**: Service provider, Manufacturer, Wholesaler, Trader, etc. | |  | |
| Main areas/fields of business | |  | |
| Current Licenses, if any, and permits (with dates, numbers and expiration dates) | |  | |
| Authorization to act on behalf of Vendor if submission is not from the Vendor (with dates, numbers and expiration dates) | |  | |
| UNGM Vendor Registration Number (if any)[[1]](#footnote-0) | |  | |
| Years supplying to UN organizations | |  | |
| Years supplying to UNFPA | |  | |
| Total number of staff | |  | |
| Company’s organization structure | |  | |
| Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid) | |  | |
| Commercial Representatives in the country: Name/Address/Phone (for international companies only) | |  | |
| 1. **Quality Assurance Certification** *[Please, provide details or a copy of the certificate]* | | | |
| International Quality Management System (QMS): ISO 9001 or equivalent | | |  |
| Compliance with ISO 13485 or equivalent | | |  |
| Environmental Management System (compliance with ISO 14000 standards, or equivalent) | | |  |
| List of other ISO certificates or equivalent certificates | | |  |
| Presence and characteristics of in-house quality control tests | | |  |
| 1. **Past Performance** | | | |
| Experience in developing methodologies, conducting and analyzing sociological, demographic, socio-demographic surveys of the population, including KAP; | | |  |
| Experience in developing methodology/conducting gender-sensitive research; | | |  |
| Proven ability to conduct fieldwork covering the entire country. | | |  |
| * + - 1. Services description: | | |  |
| Contract Price (USD): | | |  |
| Contract date: | | |  |
| Client/Purchaser: | | |  |
| Contact person:  Phone:  Email: | | |  |
| 2. Services description: | | |  |
| Contract Price (USD): | | |  |
| Contract date: | | |  |
| Client/Purchaser: | | |  |
| Contact person:  Phone:  Email: | | |  |
| 3.Services description: | | |  |
| Contract Price (USD): | | |  |
| Contract date: | | |  |
| Client/Purchaser: | | |  |
| Contact person:  Phone:  Email: | | |  |
| 1. **Contact details of person to be addressed with regards of this EOI** | | | |
| Name/Surname |  | | |
| Telephone Number (direct) |  | | |
| Email address (direct) |  | | |

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

**Attachment 2.**

**Declaration of Eligibility**

Reference: EOI – UNFPA/Belarus/24/011

Name of Vendor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| Vendor | Yes/No |
| --- | --- |
| By answering ‘yes’, the vendor confirms that the vendor’s organization/company/firm including all its affiliates and subsidiaries are committed to the core values of the UN in the areas of human rights, labour standards, environment, and anti-corruption. |  |
| By answering ‘yes’, the vendor confirms that neither the company nor any of its affiliates or subsidiaries is mentioned on any of the the United Nations Security Council targeted sanctions lists <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>. |  |
| By answering ‘yes’, the vendor confirms that neither the company nor any of its affiliates or subsidiaries has declared bankruptcy, is involved in bankruptcy or receivership proceedings, and there is no judgement or pending legal action against company that could impair company’s operations in the foreseeable future. |  |
| By answering ‘yes’, the vendor confirms that neither the company nor any of its affiliates or subsidiaries is under formal investigation, or has been sanctioned within the preceding three years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice. |  |
| By answering ‘yes’, the vendor confirms that neither the company nor any of its affiliates or subsidiaries has been found guilty of grave professional misconduct, including non-compliance with environmental legislation, or of having not fulfilled obligations relating to the payment of social security contributions. |  |

I declare, as an official representative of the above-named organization, that the information provided in this declaration and Expression of Interest is complete and accurate, and I understand that it is subject to UNFPA verification.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and title of the duly authorized

vendor representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. UNFPA strongly encourages all Vendors to register on the United Nations Global Marketplace (UNGM) (<http://www.ungm.org>). The UNGM is the procurement portal of the United Nations system. By registering on UNGM, vendors become part of the database that UN buyers use when searching for suppliers. Information on the registration process can be found at https://www.un.org/Depts/ptd/vendors. [↑](#footnote-ref-0)