



Date: November 15, 2024

## REQUEST FOR QUOTATION

**RFQ N° UNFPA/USA/RFQ/24/107**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

Development of a global report on the impact of the Implementation of the Sustainable Development Goals on People of African Descent.

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

#### **About UNFPA**

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to create 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)

#### **Contextual Background:**

Around 209 million people identify themselves as being of African descent and live in the Americas. Many millions live in other parts of the world, including Europe. Whether as descendants of the victims of the transatlantic slave trade or as more recent migrants, they constitute some of the poorest and most marginalised groups. For centuries, people of African descent (PAD) have been marginalized due to the legacy of slavery and colonialism. There is a growing consensus that systemic racism caused people of African descent to be held back in many aspects of public life and development. They have suffered exclusion in access to basic social services and resources and are often 'invisible' in official data and statistics. Women and girls are particularly marginalized, being impacted by multiple and intersecting forms of discrimination, including gender, race and other factors.

Guided by the 2030 Agenda principle of leaving no one behind, the Montevideo Consensus on Population and Development, the Durban Declaration and Programme of Action, and the International Decade for People of African Descent, UNFPA works to advance justice and equity for Afro-descendants, particularly women, girls, and young people, and to help fulfill their human rights, dignity, and full potential.



Within the framework of the United Nations Permanent Forum on People of African Descent, UNFPA and OHCHR seek to accelerate the fulfillment of human rights, justice, and equity for people of African descent through enhanced data, coordination efforts, inclusive dialogues, and evidence-based advocacy.

### **Background of the Assignment:**

UNFPA requires the provision of research services for a global systematic review of the implementation of the SDGs from the lens of its impact on people of African descent. The review will include critical information on the enabling factors and structural, systemic discrimination faced by people of African Descent in the journey to equity and sustainable development. In this regard, it will:

- Use both quantitative and qualitative data to ensure the full scope of people of African descent lived experiences are captured
- Use a participatory approach
- use an intersectional lens
- Identify critical data gaps
- Be global in scope
- Identify the main challenges in regard to people of African descent sustainable development.
- Spotlight the ICPD PoA, UNFPA's three transformative results and larger Sexual and Reproductive Health and Rights and gender equality agenda.
- Include several chapters that reflect each individual goal, depending on availability of relevant disaggregated data.
- Present the data and issues visually compellingly, including through infographics and an engaging publication design.
- Include shorter data and evidence, papers /journal articles/case-studies proposals that can be published independently of the final report.
- Conclude with proposed recommendations and best practices for addressing these challenges.

The Working Group Experts People of African Descent (WGEPAD) prepared the [Operational Guidelines](#) as a tool for UN Country Teams, Member States, financial and development institutions and all stakeholders to assist to implement the 2030 Agenda and its SDGs with a specific focus on people of African descent. The Working Group provides compelling human rights arguments as to why there should be a specific focus on people of African descent as one of the population groups who face multiple and compounded forms of discrimination and should be prioritized to end inequalities and discrimination and to “leave no one behind” and “reach the furthest behind first”. These guidelines shall help to inform the approach to this body of work.

### **Objectives and Scope of the Services**

#### **Overall Goal:**

The review will contribute to the SDGs' reporting by highlighting the challenges faced by people of African To this end, it is expected that it will also spotlight the need for improving disaggregated data collection to better monitor progress on the SDGs, inform policy, and drive targeted interventions.

Furthermore, it will enhance strategic partnerships with academic institutions to develop data and evidence supporting the global racial justice movement. It will also inform and support a comprehensive, human rights and evidence-based approach to recognizing, monitoring, and addressing systemic and structural racism affecting people of African descent. In partnership with relevant research entities establish/contribute to a data and evidence repository focused on the rights and sustainable development of People of African Descent

**Justification:** This study aims to reduce the knowledge and data gap that currently exists in tackling racism and racial discrimination faced by people of African descent in the context of sustainable development and human rights. Some of the envisaged achievements of these efforts will be the advancement at the national, regional and international levels for recognition, justice and development for people of African descent. The study will support and strengthen advocacy efforts for greater inclusion and targeted approaches for equity, sustainable development and the fulfillment of the human rights of people of African Descent.

**Constraints:** Though the UN has established a constellation of mechanisms and bodies to address racism and racial discrimination globally, a number of recommendations emanating from these mechanisms remain unfulfilled. This is due to factors such as lack of political will, weak legislation, as well as inadequately quantifying the problems with disaggregated data at all levels with regard to progress for People of African descent.

### **Development Objectives:**

With an intersectional approach, the study will use available disaggregated data to support evidence on the impact of the implementation of the SDGs on PAD. The general objective is to inform how the implementation of the SDGs has impacted PAD in terms of inclusion and equity, particularly among women, girls, and young people.

### **Additional Objectives**

1. Provide a global systematic review of the SDGs with an anti-racism lens, focused on assessing its impact on PAD.
2. Analyze available secondary disaggregated data, such as national censuses, surveys, and administrative data, on the impact of the SDGs on people of African descent, focusing on how the SDGs have addressed issues of racism, racial discrimination, xenophobia, Afrophobia, and related intolerance.
3. Explore and provide deeper insight into the discrimination faced by people of African descent by sharing communities' lived experiences through story-telling, case studies and other relevant qualitative methods.
4. Highlight best practices and success stories to accelerate progress towards inclusion and equity for PAD.
5. Provide targeted recommendations.

### **Outputs/ Deliverables**

**Task 1: Inception report:** To develop an inception report with a detailed description of the methodology recommended for this research, including justification for the choice of methods in the context of the

research's objectives and geographical coverage to ensure representative sampling of people of African Descent.

**Task 2: Policy review:** Produce a comprehensive review of the literature (published articles, grey literature, UN-related documents) on the impact of SDGs among PAD and the associated gaps; knowledge and data gaps.

**Task 3: Final report:** Develop a final synthesis report with key findings, best practices, case studies, and a list of recommendations, including a PowerPoint presentation, a research brief for research uptake, an executive summary, a methodological appendix, and actionable steps for implementation.

**Task 4: Manuscript production:** Preparation of a final *manuscript*, including adaptations to journal format requirement

### Activities

The hired consultants will develop the research methodology and collaboratively review and refine it with UNFPA and the project steering committee. The assignment will take the form of a systematic review using secondary data (i.e., survey, census, administrative data) and desk reviews with additional qualitative data, including key informant interviews, focus groups and online consultations where needed. Potential key informants to interview shall include, but not be limited to, Government officials, UN agencies, National Statistics Offices, Academia, Civil Society Organizations and Afro-descendant Women's Rights Organizations. The research will employ a rigorous mixed-methods approach, combining:

1. Steering Group Engagement:
  - a. Engaging a steering committee group at different stages of the research implementation to collectively guide the research's scope, methodology and use
  - b. Regular consultations with the steering group to ensure the research addresses the study's objectives
  - c. Facilitate a collaborative workshop to validate findings and co-create recommendations.
2. Systematic Literature Review
  - a. Comprehensive review of recent academic publications, policy papers, and grey literature on people of African descent and the SDGs. This may include documents such as Voluntary National Reviews, UN Agencies and other relevant UN mechanism Survey and reports,
  - b. Analysis of methodological approaches by reviewing policy impacts and lessons learned from SDGs and Agenda 2030 implementations globally, focusing on people of African descent
3. Comparative Case Study Analysis:
  - a. Global In-depth examination of selected countries in Latin America and Caribbean (LAC), North America (NA) and Europe with data on people of African descent segregated by gender, sex, race, ethnicity and other relevant factors.
4. Key Informant Interviews:
  - a. Expert interviews and surveys with policymakers, statistical officers, UN partners involved in initiatives for People of African Descent,
  - b. Focus group discussions with civil society organizations and women's rights groups to understand the grassroots perspective on various SDGs.
5. Policy reviews



- a. Analyze policy documents, national development plans, and UN publications on SDGs, particularly those focused on women, girls, and young people of African descent. This should include UN reports, including, Secretary General, Special Rapporteur's, UN SDG reports, National Voluntary Review reports, etc.
  - b. Evaluation of specific policies or programs informed by the SDGs, assessing their effectiveness and impact on PAD.
6. Key Findings of Best Practices
- a. Compilation of case studies and success stories, using primary and secondary research to illustrate examples of successful outcomes for People of African Descent on the implementation of specific SDG targets.

### Contributions from UNFPA

The UNFPA shall provide overall coordination and guidance throughout the project's life.

### Qualifications/experience:

- Experience on the rights of people of African descent
- Expertise in sustainable development
- Expertise in reproductive rights and gender equality
- Experience in writing for development and human rights policy
- Experience in writing on issues related to equity and discrimination
- Proven knowledge of quantitative data research methods
- Proven expertise in qualitative data research methods
- Ability to present data and information on SDG-related thematic issues
- One team member must be fluent in Spanish and English
- Proven record in research, analysis skills, and writing skills

### All proposals must be submitted in English. Technical proposals must contain the following information:

- A profile of the organisation, including experience working on similar projects on the rights of people of African descent.
- Team diversity, including representation of people of African descent in the research team.
- A detailed description of the proposed methodology, including data collection.
- A detailed description of the proposed financial quotation
- Examples of materials created for previous similar initiatives. Please note that UNFPA cannot consider links during the technical evaluation. Please include either PDF files or screenshots if the examples you wish to provide only exist in web form.
- CVs of all members of the proposed research team. UNFPA does not require a specific number of people working on the project—it can be one person or a team. Joint proposals between different organizations are permitted.

### Timing/ Schedule

The consultancy is expected to take place between January to December 2025

Research/Academic Institute/Consultant engaged by:	January 2025
Inception report developed by:	February 2025



United Nations Population Fund  
Supply Chain Management Unit (SCMU)  
Marmorvej 51, 2100 Copenhagen, Denmark  
Email: [scmu.cpt@unfpa.org](mailto:scmu.cpt@unfpa.org)  
Website: [www.unfpa.org](http://www.unfpa.org)

<i>Planning and consultation with the Advisory Committee completed by:</i>	<b><i>April 2025</i></b>
<i>Consultations conducted HQ, regions, countries by:</i>	<b><i>June 2025</i></b>
<i>Draft findings produced by:</i>	<b><i>July 2025</i></b>
<i>UNFPA review period:</i>	<b><i>August 2025</i></b>
<i>Draft Policy Review by:</i>	<b><i>September 2025</i></b>
<i>Draft manuscript produced by:</i>	<b><i>October 2025</i></b>
<i>Final report produced by</i>	<b><i>November 2025</i></b>
<i>Submission of datasets</i>	<b><i>December 2025</i></b>

**Budget:**

The project budget encompasses a discretionary range of USD\$50,000 to USD\$70,000.



## Questions

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

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

The deadline for submission of questions is **Monday, December 9th, 2024, at 5:00 PM Copenhagen Time**. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

## I. 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 products and have legal capacity to enter into a contract with UNFPA to deliver 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](#).

## II. Content of quotations

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

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- a) Signed Declaration Form, to be submitted strictly in accordance with the document.
- 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.

## III. 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 address indicated below no later than: **Friday, Monday 16th, 2024, at 11.59 PM Copenhagen Time** <sup>[1]</sup>.



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

Please note the following guidelines for electronic submissions to UNFPAs SCMU's dedicated email address:  
The following reference must be included by the Bidder in the email subject line:

- UNFPA/USA/Rfq/24/107 – [Company name], Technical Bid
- UNFPA/USA/Rfq/24/107 - [Company name], Financial Bid
- Submissions without this text in the email 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.
- 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 autoreply for the first email from UNFPA's email system, please inform SCMU Corporate Services Team at: [bidtender@unfpa.org](mailto:bidtender@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.

#### IV. 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

##### 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
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Technical approach, methodology and level of understanding of the objectives of the project	100		30%	
Work plan/time scales given in the proposal and its adequacy to meet the project objectives	100		10%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise in research and related processes (CVs, etc.)	100		20%	
Specific experience and expertise relevant to the assignment	100		25%	
Profile of the company and relevance to the Project.	100		15%	
<i>Grand Total All Criteria</i>	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	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

### Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 70 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. 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 (\$)	

#### 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.

$$\text{Total score} = 70\% \text{ Technical score} + 30\% \text{ Financial score}$$

#### V. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a **CONTRACT FOR DE MINIMIS SERVICES** on a fixed-cost basis to the Bidder(s) that obtain the highest total score.

#### VI. 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.

#### VII. 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.

#### VIII. 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](#).

**IX. 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](#).

**X. RFQ Protest**

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).

**XI. 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 N°:	UNFPA/USA/RFQ/24/107
Currency of quotation :	USD
Delivery charges based on the following 2020 Incoterm:	Choose an item.
<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)					\$\$

Vendor's Comments:  UNFPA/USA/RFQ/24/107	12 of 17
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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/24/XXX** 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	

### DECLARATION FROM

The undersigned, being a duly authorized representative of the Company represents and declares that:

1.	The Company and its Management <sup>1</sup> have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> “Management” means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business ( <i>creating a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) ( <i>being a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

Date:

Name and Title:



United Nations Population Fund  
Supply Chain Management Unit (SCMU)  
Marmorvej 51, 2100 Copenhagen, Denmark  
Email: [scmu.cpt@unfpa.org](mailto:scmu.cpt@unfpa.org)  
Website: [www.unfpa.org](http://www.unfpa.org)

Name of the Company:

UNGM N°:

Postal Address:

Email:





United Nations Population Fund  
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Email: [scmu.cpt@unfpa.org](mailto:scmu.cpt@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](#)