United Nations Population Fund

Addis Ababa, Ethiopia

Menelik II Avenue, UNECA Congo Bldg. 1st Floor, Ethiopia,

Telephone: 251115444072

Website: <http://www.unfpa.org>

10 April,2018

**REQUEST FOR PROPOSAL (RFP)**

**RFP Number UNFPA/ETH/RFP/2018/002**

For the establishment of a:

**CONTRACT FOR PROFESSIONAL SERVICES**

In regards to:

**Provision of Consultancy Services for Baseline survey of the UNICEF-UNFPA joint programme (JP) phase III on HIV prevention, sexual reproductive health and violence response among most-at-risk adolescents and youth in Ethiopia.**

**Letter of Invitation**

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency, is seeking qualified Bids for the **Provision of Consultancy Services for Baseline survey of the UNICEF-UNFPA joint programme (JP) phase III on HIV prevention, sexual reproductive health and violence response among most-at-risk adolescents and youth in Ethiopia,** Your Company is hereby invited to submit your best Technical and Financial Bids for the requested services. Your Bid could form the basis for a contract for professional services (CPS) between your company and UNFPA.
2. To enable your company to submit a Bid, please read the following attached documents carefully:

|  |  |
| --- | --- |
| Section I: | Instructions to Bidders |
| Section II: | Terms of Reference |
| Section III: | UNFPA General Conditions of Contract |
| Section IV: | UNFPA Special Conditions of Contract |
| Section V: | Supplier Qualification Requirements |
| Section VI: | Bid and Returnable Forms |
| Section VII: | Template of Proposed Contract for Professional Services |

1. The Bid process will be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid *separately* from their Financial Bid containing price information. Specific instructions for the submission can be found Section I – Instructions to Bidders, clause 19 Submission, Sealing and Marking of Bids.
2. Bidders are requested to carefully read Section I – Instructions to Bidders, clause 19 Submission, Sealing and Marking of Bids, where detailed instructions of the submission process are provided. 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.

All Bids comprising of Technical and Financial parts should reach the below and corresponding addresses no later than 09 May, *2018*, at *2:30 PM Addis Ababa time[[1]](#footnote-1):*

You have to submit your Bid in hard copy, your Technical Bid and Financial Bid should be submitted in separate, sealed envelopes in accordance to clause 0 Submission of hard copy Bids, and should reach the following address:

**United Nations Population Fund**

**UNECA Compound, Congo Building, 1st Floor, South Wing**

**International Operations Manager Office**

**Addis Ababa, Ethiopia**

1. Bids received after the stipulated date and time will be rejected.
2. Bidders are asked to acknowledge receipt of this RFP using the Bid Confirmation Form Section VI – ANNEX A: Bid Confirmation Form. A completed Form should be e-mailed to: ***Ermias Wosenyeleh, Procurement Associate,:*** [***wosenyelehasefa@unfpa.org***](mailto:wosenyelehasefa@unfpa.org)no later than *30 April ,2018* and indicate whether or not a Bid shall be submitted. Bidders that will not submit a Bid are kindly asked to indicate the reason(s) for not bidding on the Bid Confirmation Form to help UNFPA improve its future Bid exercises.
3. Any questions relating to the Bid process and/or to the attached documents shall be sent to: *Ermias Wosenyeleh, Procurement Associate,*  at email: [*wosenyelehasefa@unfpa.org*](mailto:wosenyelehasefa@unfpa.org)

Responses to all questions received will be handled in accordance to the instructions included in Section I - Instructions to Bidders, clause 8 Clarifications of solicitation documents. Do not submit a Bid to this contact, or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bid process.

1. UNFPA posts all Bids notices, clarifications and results in the United Nations Global Marketplace; hence, we strongly encourage Bidders to register on [UNGM](https://www.ungm.org/Vendor/Registration). The UNGM is the procurement portal of the United Nations system. By registering on UNGM, suppliers become part of the database that UN buyers use when searching for suppliers. The link describes the registration process: <https://www.ungm.org/Public/Pages/RegistrationProcess>

Suppliers can also access all UN Bids online and, by subscribing to the Tender Alert Service, suppliers can be automatically notified via email of all UN business opportunities that match the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for suppliers.

1. UNFPA looks forward to receiving your Bid and thanks you in advance for your interest in UNFPA procurement opportunities.
2. This letter is not to be construed in any way as an offer to contract with your company/institution.

|  |
| --- |
| Yours sincerely, |
|  |
| *Ermias Wosenyeleh,*  *Procurement Associate*  *Ethiopian CO*  UNFPA |
|  |
| Process reviewed and approved by: |
|  |
| *Paul Makwinja ,*  *[International Operations Manager*  *Ethiopian CO*  UNFPA |

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# Section I: Instructions to Bidders

## INTRODUCTION

## General

* 1. UNFPA’s Ethiopian Country Office wishes to establish a contract for professional services with a qualified supplier for the provision of **Consultancy Services for Baseline survey of the UNICEF-UNFPA joint programme (JP) phase III on HIV prevention, sexual reproductive health and violence response among most-at-risk adolescents and youth in Ethiopia** in support of UNICEF - UNFPA’s *Programs* located in *Ethiopia*
  2. As a result of this competitive Bid process, UNFPA and UNICEF plans to sign a Contract for Professional Services with a single supplier.
  3. In the event of UNFPA and UNICEF signing a contract the following shall apply:
     1. The successful Bidder shall accord the same terms and conditions to any other organization with the United Nations Systems, that wishes to avail itself of such terms, after written consent from UNFPA’s CO ;
     2. The contract template specified in Section VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES, shall be used.

## Eligible Bidders

* 1. This Bidding process is open to all legally-constituted companies that can provide the requested *services* **on Provision of Consultancy Services for Baseline survey of the UNICEF-UNFPA joint programme (JP) phase III on HIV prevention, sexual reproductive health and violence response among most-at-risk adolescents and youth in Ethiopia** and have legal capacity to perform *- the consultancy* **for Baseline survey of the UNICEF-UNFPA joint programme (JP) phase III on HIV prevention, sexual reproductive health and violence response among most-at-risk adolescents and youth in Ethiopia** in the country, or through an authorized representative.
  2. Bidders and all parties constituting the Bidder may hold any nationality.
  3. Bidders must not have a conflict of interest in order to be considered eligible. Bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:
     1. Are, or have been associated in the past, with a company or any of its affiliates that have been engaged by UNFPA to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods and/or services to be purchased under this Bid.
     2. Submit more than one Bid in this Bidding process, except for alternative Bids permitted under instructions to Bidders clause **Error! Reference source not found.**. **Error! Reference source not found.** However, this does not limit the participation of subcontractors in more than one Bid.
     3. Any Bidder that is uncertain as to whether the situation it is in constitutes a conflict of interest must disclose the situation to UNFPA and seek UNFPA’s guidance.
     4. The following information must be disclosed in the Bid:
        1. Bidding entities whose owners, part-owners, officers, directors, controlling shareholders, or key personnel are immediate family of UNFPA staff involved in procurement functions and/or of any government official of the beneficiary country and/or of any Implementing Partner (IP) receiving the goods and/or services under this RFP; and
        2. Any other situation that could potentially lead to actual or perceived conflict of interest, collusion, or unfair competition practices.
        3. Failure to disclose the information above may result in rejection or disqualification of the Bid or of the award resulting of the Bid process.
  4. Bidders under declaration of ineligibility by UNFPA in accordance with clause 2 at the time of contract award will be disqualified. Bidders are not eligible to submit a Bid if at the time of Bid submission they are:
     1. Listed as suspended or removed by the United Nations Procurement Division (UNPD);
     2. Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on [United Nations Global Marketplace (UNGM)](http://www.ungm.org) as a result of having committed fraudulent activities;
     3. Included on the [UN 1267 list](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml) issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
     4. Debarred by the World Bank Group in accordance with the [WB Listing of Ineligible Firms & Individuals](http://web.worldbank.org/external/default/main?theSitePK=84266&contentMDK=64069844&menuPK=116730&pagePK=64148989&piPK=64148984) and the [WB Corporate Procurement Listing of Non-Responsible Vendors](http://web.worldbank.org/WBSITE/EXTERNAL/OPPORTUNITIES/EXTCORPPROCUREMENT/0,,contentMDK:22030810~pagePK:64147231~piPK:64147158~theSitePK:438017,00.html).
  5. All 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).
  6. Accordingly, any company that is found to have undertaken unethical, unprofessional, or fraudulent activities, as defined in clause 4, will be temporarily suspended or permanently debarred from business relations with UNFPA
  7. Bids may be submitted by a Joint Venture (JV). In the case of a JV:
     1. The completed Joint Venture Partner Information Form, Section VI – Annex G: Joint Venture Partner information form, must be included with the Bid; and
     2. All parties to the JV shall be jointly and severally liable; and
     3. The JV must nominate a Representative, who will have the authority to conduct all businesses for and on behalf of all parties of the JV during the Bidding process, and, if the JV is awarded a contract, during the validity of the contract.

## Cost of Bid

* 1. Bidder will bear all costs associated with the preparation and submission of the Bid(s), and the procuring UN entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bid.

## Fraud and Corruption

* 1. UNFPA’s Policy regarding fraud and corruption is available by clicking on [Fraud Policy](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft) and applies fully to this Bid. Submission of any Bid implies that the Bidder is aware of this Policy.
  2. UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. To this effect, UNFPA has developed an Anti-Fraud Policy with the aim to raise awareness of fraud risks, implement controls to prevent fraud, and establish a procedure to detect fraud and to enforce the Policy.
  3. UNFPA requires that Bidders, suppliers, and contractors and their subcontractors observe the highest standards of ethics during the procurement and execution of UNFPA contracts.
  4. Pursuant to this Policy, UNFPA defines the terms set forth as follows:
     1. “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
     2. “Fraudulent practice” means any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit, or to avoid an obligation;
     3. “Collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
     4. “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party:
     5. “Obstructive practice” means acts intended to materially impede the exercise of UNFPA’s contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to a UNFPA investigation into allegations of fraud and corruption.
     6. “Unethical practice” means conduct or behavior that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, post-employment provisions, abuse of authority and harassment
  5. UNFPA will reject to award a contract if it determines that a Bidder recommended for award has engaged in corrupt, fraudulent, collusive, coercive, obstructive or unethical practices while competing for the contract in question;
  6. UNFPA will declare a supplier ineligible, either indefinitely or for a stated period of time, to be awarded a UNFPA contract/agreement if at any time it determines that the supplier has engaged in any corrupt, fraudulent, collusive, coercive, obstructive or unethical practices in competing for, or in executing, a UNFPA contract/agreement.
  7. Any supplier participating in UNFPA’s procurement activities must provide all required documents, records, and other elements to UNFPA personnel upon first request to facilitate any investigation of allegations of misconduct by either suppliers or any other party to the procurement activities. The absence of such cooperation may be sufficient grounds for the debarment of the supplier from the UNFPA supplier roster and may lead to suspension following review by UNFPA.
  8. Suppliers, their subsidiaries, agents, intermediaries, and principals must cooperate with UNFPA’s Office of Internal Audit and Investigation Services (OIAS), as well as with any other investigations authorized by the Executive Director and with the UNFPA Ethics Officer 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 supplier and submission of all requested documents, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the contract, and to debar and remove the supplier from UNFPA’s list of registered suppliers.
  9. 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)

## Zero Tolerance

* 1. UNFPA has adopted a zero tolerance policy on gifts and hospitality. Bidders are therefore requested not to send gifts or offer hospitality to UNFPA personnel. If interested on reading further on this policy, please select [Zero Tolerance Policy](http://www.unfpa.org/about-procurement#ZeroTolerance).

## Disclaimer

* 1. Should any of the links malfunction or are inaccessible for any reason in this Request for Proposal or any of its Annexes, suppliers can contact the Procurement Official referenced below in clause 8 and request for them to share a PDF version of such document(s).

## Solicitation Documents

## UNFPA Bidding document

* 1. This RFP document is posted on [United Nations Global Marketplace (UNGM)](https://www.ungm.org/Public/Notice).
  2. Bidding documents consists of the following:

|  |  |
| --- | --- |
| Section I: | Instructions to Bidders |
| Section II: | Terms of Reference |
| Annex A: | Instructions for Preparing Technical Bid |
| Section III: | UNFPA General Conditions of Contract |
| Section IV: | UNFPA Special Conditions of Contract |
| Section V: | Supplier Qualification Requirements |
| Section VI: | Bid and Returnable Forms |
| Annex A: | Bid Confirmation Form |
| Annex B: | Bid Submission Form |
| Annex C: | Bidder Identification Form |
| Annex D: | Bidder’s Previous Experience |
| Annex E: | Checklist on UNFPA General Conditions of Contract |
| Annex F: | Price Schedule Form |
| Annex G: | Joint Venture Partner Information Form |
| Annex H: | Bank Guarantee for Advance Payment |
| Annex I: | Performance Security |
| Annex J: | Checklist of Bid Forms |
| Section VII: | Template of Proposed Contract for Professional Services |

* 1. Bidders are expected to examine all instructions, forms, Terms of Reference, terms and conditions contained within this Bid document. Failure to comply with these documents shall be at the Bidder’s risk and may affect the evaluation of the Bid or result in the rejection of the Bid.
  2. Bidders are cautioned to read Section II – Terms of Reference, as there may be special requirements. The requirements presented herein are not to be construed as defining a particular service provider’s service. Bidders are encouraged to advise UNFPA if they disagree.
  3. The requirements included in this document are the minimum requirements of the services solicited. Services offered in the Bid must meet or exceed all requirements herein.

## Clarifications of bidding document

* 1. Bidders requiring clarification to the Bid process and/or to the Bid documents may be addressed in writing to:

Ermias Wosenyeleh, Procurement Associate: wosenyelehasefa@unfpa.org

Bidders should **NOT** submit any Bid to this contact or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bidding process.

Bidders may request clarifications no later than 04 May, 2018 at 4:00 PM Addis Ababa Time[[2]](#footnote-2).

* 1. UNFPA will respond in writing to any requests for clarification received prior to the deadline and will circulate the answers (including an explanation of the requests without identifying the sources) to all prospective Bidders that have received the Bid documents. A copy of the questions and UNFPA’s answers will also be posted on UNGM, ([www.ungm.org](http://www.ungm.org))
  2. UNFPA will respond to requests for clarifications as soon as possible. However, delays in UNFPA’s response will not oblige UNFPA to extend the Bid submission deadline. UNFPA may extend the deadline in specific cases UNFPA deems justified and necessary.

## Amendments to Bidding documents

* 1. At any time prior to the Bid submission deadline, UNFPA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding documents by issuing an amendment.
  2. UNFPA shall post all amendments under the original notice on UNGM. All prospective Bidders that have received the Bidding documents shall periodically check if amendments have been posted to the bidding documents on UNGM.
  3. To give prospective Bidders reasonable time to take the amendments into account, UNFPA may, at its discretion, extend the Bid submission deadline.

## Preparation of Bids

## Language of the Bid

* 1. Bid documents and all related correspondence will be written in English.
  2. Any printed literature furnished by a prospective Bidder written in a language other than the language indicated must be accompanied by a translation in the preferred language indicated above. For the purpose of interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language indicated above shall govern. The sole responsibility for translation and the accuracy thereof shall rest with the Bidder.

## Bid currency and prices

* 1. All prices shall be in US dollars (USD) or any other convertible currency.
  2. The Bidder shall indicate on the Price Schedule Form in accordance to Section VI – Annex F: Price Schedule Form the unit of measure, the unit price and total Bid price of the goods and/or services (where applicable) it proposes to supply under the contract.

## Conversion to single currency

* 1. To facilitate evaluation and comparison, the procurement official will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices are payable to USD at the [UN Operational Rate of Exchange (UNORE)](http://treasury.un.org/operationalrates/OperationalRates.aspx) on the last day for submission of Bids.

## Most favored pricing

* 1. By submitting a Bid, the Bidder certifies that the same services **Consultancy Services for Baseline survey of the UNICEF-UNFPA joint programme (JP) phase III on HIV prevention, sexual reproductive health and violence response among most-at-risk adolescents and youth in Ethiopia** have not been offered to other customers under similar circumstances at a lower cost. Should a Bidder be found to have done so, it must offer the lower cost to UNFPA.

## Validity of Bids

* 1. Bids must remain valid for *120 calendar days* after the Bid submission deadline. UNFPA will consider Bids with shorter validity as not substantially responsive and reject them. Under special circumstances, UNFPA may request Bidders to extend the validity of their Bids. Requests for validity extension will be made in writing.

## Submission of Bids

## Documents establishing eligibility and conformity to Bid documents

* 1. Evidence of conformity of the goods/services to the Bidding documents may include the following documentation as described in clauses 16 Technical Bid and 16.1.1 Financial Bid, to be completed and returned in hard copies or in electronic format depending on the submission approach selected.
  2. Submission of a Bid that does not substantially respond to the UNFPA Bid document in every respect shall be at the Bidder’s risk and may result in a rejection of the Bid.

All required documents returned with the Technical Bid should be submitted in PDF version. The Financial Bid should be submitted both in PDF version and Excel version. (Use CD and USB )

## Technical Bid

* 1. Documents establishing the eligibility of the Technical Bid:
     1. Completed and signed Bid Submission Form; Section VI – ANNEX A: Bid Confirmation Form

*[Complete this page and return it prior to bid opening]*

|  |  |  |  |
| --- | --- | --- | --- |
| To: | UNFPA: Paul Makwinja | Date: |  |
|  | *International Operations Manager* | Email: | *makwinja@unfpa.org* |
|  | | | |
| From: | *[Insert Company Name]* | | |
|  | *[Insert Contact person from Company]* | | |
|  | *[Insert Telephone number]* | | |
|  | *Insert E-mail address of contact person]* | | |
|  | *[Insert Postal address of Company]* | | |
|  | | | |
| Subject: | **UNFPA/ETH/RFP/2018/002** | | |

|  |  |
| --- | --- |
|  | YES, we intend to submit a bid in response to the above mentioned RFP. |
|  | NO, we are unable to submit a bid in response to the above mentioned RFP due to the following reason(s): |

( ) The requested products and/or services are not within our range of supply.

( ) The requested products are not available at the moment.

( ) We are unable to submit a competitive bid for the requested products/services at the moment.

( ) We cannot meet the requested specifications.

( ) The information provided for bidding purposes is insufficient and unclear

( ) Your RFP document is too complicated

( ) Insufficient time is allocated to prepare an adequate Bid.

( ) We cannot meet the delivery requirements.

( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):

( ) Our current capacity is overbooked

( ) We are closed during the holiday season

( ) We had to give priority to other clients’ requests

( ) We do not sell directly, but through distributors

( ) We have no after-sales service available in the recipient country

( ) The person handling bid is away from the office

( ) Other (please specify)

|  |  |
| --- | --- |
|  | YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP’s. |
|  | No, we are not interested in participating in future possible RFP’s, please remove us from your vendor database. |

**If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | E-mail: |  |
| Post Title: |  | Telephone |  |

* + 1. Section VI – Annex B: Bid Submission Form, in PDF format.
    2. Completed Bidder Identification Form; Section VI – Annex C: Bidder Identification Form in PDF format.
    3. Completed Bidder’s Previous Experience; Section VI – Annex D: Bidder’s Previous Experience in PDF format.
    4. Technical Bid, including documentation to demonstrate that the Bidder meets all requirements. The Technical Bid should be presented concisely and structured to include but not necessarily be limited to the information listed in **Error! Reference source not found.** in PDF format
    5. Completed and signed Checklist on General Conditions of Contracts; Section VI – Annex E: Checklist on UNFPA General Conditions of Contract in PDF format.
    6. Supporting documents/information per the Supplier Qualification Requirements;
    7. Section V: Supplier Qualification Requirement
    8. Completed Joint Venture Partner Information Form; Section VI – Annex G: Joint Venture Partner information form in PDF format
    9. Performance Security; Section VI – Annex I: Performance Security in PDF format.
    10. Copy of last [insert number of years in words years of audited financial statements.

## Financial Bid

* 1. Bidders must complete the Price Schedule Form in accordance to Section VI – Annex F: Price Schedule Form – both in PDF format (signed version) and excel format. The separate Financial Bid must contain a quotation in a single currency, itemizing all services to be provided.
  2. Please consider the following information when completing the Price Schedule Form:
     1. The Price Schedule Form must provide a detailed cost breakdown, as shown in Section VI – Annex F: Price Schedule Form. Bidders are required to provide separate figures for each of the steps for each item.
     2. Estimates for out of pocket expenses should be listed separately. Where installation, commissioning, training or other similar services are required to be performed by the Bidder, the Bidder shall include the prices for these services broken down into itemized prices.
     3. All prices/rates Bid must be exclusive of **all taxes,** since UNFPA is exempt from taxes. The applicable unit of measure should be clearly indicated.
     4. Submit this Financial Bid in a separate envelope from the rest of the Technical Bid.

## Partial Bids

* 1. Partial Bids are not allowed under this RFP. UNFPA reserves the right to select and accept a part or parts of any Bid.

## Submission, sealing, and marking of Bids

* 1. The Bid process shall be conducted through a TWO-envelope system.  Interested Bidders are requested to submit their Technical Bid separately from their Financial Bid containing price information.
  2. UNFPA provides alternative methods of Bid submission:
     1. Hard copy Bids must be delivered personally, or by courier in accordance with the guidelines provided in clause 19.3
     2. The above options is acceptable and only one method is required.

## Submission of hard copy Bids

* + 1. Bidders must prepare one Original set of all Bid documents, In addition to the hard copy; Bidders should enclose their Bid documents in a **USB or CD** containing an electronic version of the Bid. In the event of a discrepancy between the electronic and the hard copy version, the hard copy document will govern. Please assure to use separate media (USB or CD) for the Technical Bid and Financial Bid.
    2. Marking of hard copy Bids
       1. The **outer envelope** must be clearly marked with:

UNITED NATIONS POPULATION FUND

*[Insert your local street/mailing address]*

*[Insert your city and local area code]*

*[Insert Country]*

**UNFPA/ETH/RFP/2018/002, Company Name**

Attention: *Paul Makwinja*

**TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL**

**DO NOT OPEN BEFORE:** *09 May, 2018 at 2:30* PM Addis Ababa Time

* + - 1. The envelope must indicate the name and address of the Bidder. If the outer envelope is not sealed and marked as required, UNFPA will assume no responsibility in the event of Bid misplacement or premature opening.
      2. The **inner envelopes** must be clearly marked with:

UNITED NATIONS POPULATION FUND

*[Insert your local street/mailing address]*

*[Insert your city and local area code]*

*[Insert Country]*

**UNFPA/ETH/RFP/2018/002**, ***Company Name***

Attention: *[Name of the Procurement Official]*

**TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL**

Submission 1 of 2: UNFPA/ETH/RFP/2018/002 *[Company name]*, Technical Bid

Submission 2 of 2: UNFPA/ETH/RFP/2018/002 *[Company name]*, Financial Bid

## Deadline for submission of Bid and late Bids

* 1. Bids must be delivered to the place, date and time specified in this RFP. If any doubt exists as to the time zone in which the Bid should be submitted, refer to <http://www.timeanddate.com/worldclock/>, or contact the Bid focal point.
  2. Bids received after the submission deadline shall be declared late, rejected and the supplier informed by UNFPA accordingly. UNFPA will not be responsible for Bids that arrive late due to the courier company and any other technical issues which are not within the control of UNFPA.

## Modification and withdrawal of Bids

* 1. Bidders are expected to have sole responsibility to examine the conformity of their Bids to the requirements of the RFP, keeping in mind that material deficiency in providing information requested by UNFPA, or lack of clarity in the description of goods or services to be provided may result negatively in the evaluation process of the Bids.
  2. Bidders may modify, substitute or withdraw their Bid after submission, provided that written notice is received by UNFPA prior to the submission deadline.
  3. Any proposed modification, substitution or withdrawal must be submitted in accordance to clause 19 - Submission, sealing and marking of Bids based on the approach utilized. The respective envelope or email shall be clearly marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”. Any revision to the Bid must be received by the deadline.
  4. No Bid may be modified, substituted or withdrawn in the interval between the submission deadline and the expiration of the period of the Bid validity. No Bid may be modified, substituted or withdrawn after the submission deadline.

## Storage of Bids

* 1. Bids received prior to the deadline of submission and the time of opening shall remain secure and unopened until the Bid opening date stated in UNFPA’s RFP.

## Bid Opening and Evaluation

## Bid opening

* 1. UNFPA will conduct an internal Bid opening on **10 May , 2018**, at 10:30 AM and Addis Ababa[[3]](#footnote-3) at the office of UNFPA Country Office, UNECA Compound, Congo Bldg.
  2. Bids will be opened by an ad-hoc panel consisting of at least two staff members (of which one may be from a different United Nations agency/fund/program) and where at least one individual has no involvement in the subsequent stages of the procurement process. There will be separate Bid openings for Technical and Financial Bids. The Bidders’ names and submitted documents shall be announced and recorded on the Technical Bid opening report.
  3. A Bid opening report will be available for viewing only to Bidders who have submitted a bid or their authorized representatives for a period of thirty days from the date of the opening. Information not included in the Bid opening report will not be provided to Bidders.
  4. Once the Technical evaluation has been completed, the Financial Bids will be opened. During the Financial Bid opening, the Bidders’ names and the prices stated in the Financial Bid shall be announced and recorded on the Financial Bid opening report.
  5. No Bid shall be rejected during Bid opening, except for late Bids. Rejected Bids will be shredded except for any bank securities, which will be returned to the Bidder.

## Clarification of Bids

* 1. To assist in the examination, evaluation and comparison of Bids, UNFPA may ask Bidders for clarification of their Bids. The request for clarification and the response shall be in writing by UNFPA, and no change in price or substance of the Bid shall be sought, offered or permitted. Clarification of Bids may be provided only in response to UNFPA request for clarification or request for additional information.

## Preliminary examination of Bids

* 1. Prior to the detailed evaluation, UNFPA shall examine the Bids to determine whether they are complete with respect to minimum documentation requirements, whether the documents are properly signed, whether any computational errors have been made and whether the Bids are generally in order.
  2. The procurement official will determine the substantial responsiveness of each Bid to the RFP during the preliminary examination.
  3. A substantially responsive Bid conforms to all the terms, conditions, and specifications of the Bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
     1. Affects in any substantial way the scope, quality, or services specified; or
     2. Limits in any substantial way, inconsistent with the Bidding documents, UNFPA’s rights or the Bidder’s obligations under the contract; or
     3. If rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.
  4. UNFPA considers material deviations to include, but not be limited to the following:
     1. During preliminary examination of Bids
        1. Absence of Bid form(s), change in the wording or lack of signature on key portions of the Bid form when this is clearly required. Any change in wording that is consistent with the standard format of the Bid form(s) is not a material deviation;
        2. The Bidder indicates in the Bid that they do not accept important contract conditions, i.e. related to Force Majeure, Applicable Law, Delivery Schedule, Payment Terms, General Conditions of Contract and Limitation of Liability;
        3. Non submission of non-historical documents (documents that should be specifically prepared by the Bidder in response to this RFP) by the bid submission deadline.
        4. Non-eligibility of the Bidder;
        5. Financial information is included in the Technical Bid.
     2. During technical evaluation of Bids and qualification of Bidders:
        1. Bids do not reach the minimum threshold on technical score.
        2. The Bidder does not meet the minimum conditions for qualification.
     3. During Financial evaluation of Bids:
        1. The Bidder does not accept the required price correction in accordance to Section I: Instructions to Bidders, clause 26.1.3
        2. Required price components are missing;
        3. The Bidder offers less quantity than what is required
  5. If a Bid is not substantially responsive to the Bidding documents, it shall be rejected by UNFPA and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

## Non-conformities, errors, and omissions

* 1. Provided that a Bid is substantially responsive:
     1. UNFPA may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.
     2. UNFPA may request the Bidder to submit the necessary information or documentation within a reasonable period of time to rectify non-material non-conformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
     3. UNFPA shall correct arithmetical errors on the following basis:
        1. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail, and the line item total shall be corrected, unless in the opinion of UNFPA there is an obvious misplacement of the decimal point in the unit price. In that case the line item total as quoted shall govern, and the unit price shall be corrected;
        2. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.

## Evaluation of Bids

* 1. The evaluation of the Bids will be carried out in a two-step process by an evaluation panel, with evaluation of the Technical Bid being completed prior to any Financial Bid being opened and compared.
  2. The Financial Bid will be opened only for those Bidders, where Technical Bids reach a minimum score of *70%* and whom have fulfilled the supplier qualifications. The total number of points a Bidder may obtain for Technical and Financial Bids is 100 points.
  3. Information relating to the examination, evaluation, comparison, and post-qualification of Bids and recommendation of contract award shall not be disclosed to Bidders or any other person not officially concerned with such process until the contract award is published.
  4. Any effort by a Bidder to influence UNFPA in the examination, evaluation, comparison, and post-qualification of the Bids or contract award decisions may result in the rejection of its Bid.
  5. Notwithstanding from the time of Bid opening to the time of contract award, if any Bidder wishes to contact UNFPA on any matter related to the Bidding process, it should do so in writing.

## Technical evaluation

* 1. The Technical Bid is evaluated on the basis of its responsiveness to the Terms of Reference shown in Section II, the Technical Bids submitted by the Bidders and the evaluation criteria published below.

**Technical Proposal Evaluation Score Grid Sheet**

|  |  |  |
| --- | --- | --- |
| **Summary of Technical Proposal Evaluation Forms** | | **Points Obtainable** |
|  |  |
| **1** | Expertise of Firm / Organization | **200** |  |  |
| **2** | Proposed Methodology, Approach and Implementation Plan | **400** |  |  |
| **3** | Management Structure and Key Personnel | **400** |  |  |
|  | **T O T A L** | **1000** |  |  |
|  | **Score out 100%** |  |  |  |
| **Technical Proposal Evaluation (FORM I)** | |  |  |  |
| **Expertise of the Firm / Organization** | | **Points Obtainable** |  |  |
| **1.1** | Reputation of Organization and Staff / Credibility / Reliability / Industry Standing | **50** |  |  |
| **1.2** | General Organizational Capability which is likely to affect implementation | **70** |  |  |
|  | - Strength of the Project Management Support |
|  | - Age/Size of the firm |
|  | - Project management control |
| **1.3** | Relevance of: | **80** |  |  |
|  | - Specialized Knowledge |
|  | - Experience on Similar Programme / Projects |
|  | - Experience in on Projects in the region: Work for UN/major Multilateral/or Bilateral programs |
|  | **S U B T O T A L** | **200** |  |  |
| **Technical Proposal Evaluation (FORM II)** | |  |  |  |
| **Proposed Methodology, Approach and Implementation Plan** | | | |  |
| **2.1** | To what degree does the Proposer understand the task? | **30** |  |  |
| **2.2** | Have the important aspects of the task been addressed in sufficient detail? | **25** |  |  |
| **2.3** | Are the different components of the project adequately weighted relative to one another? | **20** |  |  |
| **2.4** | Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal? | **55** |  |  |
| **2.5** | Is the conceptual framework adopted appropriate for the task? | **65** |  |  |
| **2.6** | Is the scope of task well defined and does it correspond to the TOR? | **120** |  |  |
| **2.7** | Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? | **85** |  |  |
|  | **S U B T O T A L** | **400** | **0** | **0** |
| **Technical Proposal Evaluation (FORM III)** | |  |  |  |
| **Management Structure and Key Personnel** | |  |  |  |
| **3.1** | **Task Manager / Team Leader** |  |  |  |
|  | General Qualification |  |  |  |
|  | Suitability for the Project |  |  |  |
|  | Knowledge on national policies and strategies on adolescent and youth sexual and reproductive health, HIV/AIDS, and VAC | **40** |  |  |
|  | Knowledge of right based approach to general adolescent and youth development and most at risk adolescent and youth in particular | **30** |  |  |
|  | Experience working with Demographic and Health (DHS) data and alternative data sources in the areas of adolescent and youth sexual and reproductive health, HIV/AIDS, and VAC | **30** |  |  |
|  | Experience in advanced statistical techniques for trend analysis, multivariate methods, decomposition methods and multi-level analysis, among others; | **30** |  |  |
|  | Knowledge of context on most at risk adolescent and youth development | **40** |  |  |
|  | Ability to write clearly and concisely in English | **30** |  |  |
| **3.2** | **Senior Expert /Lead Consultant** |  |  |  |
|  | General Qualification |  |  |  |
|  | Suitability for the Project |  |  |  |
|  | Knowledge on national policies and strategies on adolescent and youth sexual and reproductive health, HIV/AIDS, and VAC | **40** |  |  |
|  | Knowledge of working in the further analyses focus areas, evidenced by previous publications in peer-reviewed journal or other published monographs; | **40** |  |  |
|  | Experience working with Demographic and Health (DHS) data and alternative data sources in the areas of adolescent and youth sexual and reproductive health, HIV/AIDS, and VAC | **40** |  |  |
|  | Knowledge of context on most at risk adolescent and youth development | **40** |  |  |
|  | Ability to write clearly and concisely in English | **40** |  |  |
|  | **S U B T O T A L** | **400** |  |  |
|  | **Aggregate** | **1000** | **0** | **0** |
|  | **Score out of 100%** |  |  |  |

* 1. **Scoring Scale System**
     1. The following scoring scale system will be used by the technical evaluation panel to conduct the Technical Bid evaluation objectively.

|  |  |
| --- | --- |
| **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, but it is not technically complaint | [50 / 69] |
| Does not meet the requirements or no information provided to assess compliance with the requirements | 0 |

## Supplier qualification requirements

* 1. The responses from the Bidders compared to Section VI – Annex C: Bidder Identification Form and Section VI – Annex D: Bidder’s Previous Experience of this document will be evaluated based on the criteria provided below to assess the degree of Bidder qualification for the proposed contract.

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Supplier Qualification Parameter** | **Bid is acceptable? (YES/NO)** | **Justification** |
| 1 | Legal and regulatory requirements | UNFPA shall examine the Bid to confirm that it does not contain any material deviations, reservation, or omission related to the General Conditions of Contracts (Section III) |  |
| 2 | Bidder is established as a company and legally incorporated in the country |  |  |
| 3 | Bidder is not a banned or suspended supplier |  |  |
| 4 | Financial stability |  |  |

* 1. Notwithstanding anything stated above, UNFPA reserves the right to assess the Bidder’s capabilities and capacity to execute the services satisfactorily before deciding on award.
  2. Even though the Bidders may meet the above qualifying criteria, they can be subject to disqualification if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements, and/or have a record of poor performance such as: not properly completing contracts, inordinate delays in completion, litigation history, financial failures, etc.

## Financial evaluation

* 1. The Financial Bid will only be evaluated if the Technical Bid achieves the minimum score asindicated in clause 27.2and is considered qualified through the supplier qualification process described in clause 29. Proposals failing to obtain this minimum technical threshold or those which will not be considered qualified through the supplier qualification process will not be eligible for further consideration.
  2. The Financial Bid is evaluated on the basis of its responsiveness to the Price Schedule Form Section VI – Annex F: Price Schedule Form. The maximum number of points for the Financial Bid is 100. This maximum number of points will be allocated to the lowest price. All other Financial Bids will receive points in inverse proportion according to the following formula:

|  |  |  |
| --- | --- | --- |
| Financial Score = | Lowest Bid ($) | X 100 (Maximum Score) |
| Bid being Scored ($) |

## Total score

* 1. The total score for each Bidder will be the weighted sum of the technical score and financial score. The maximum total score is 100 points.

Total Score = 70% Technical Score + 30% Financial Score

## Award of Contract and Final Considerations

## Award of Contract

* 1. UNFPA intends to award the Contract for Professional Services to the Bidder(s) that obtains the highest combined score of the Technical and Financial evaluation.
  2. UNFPA reserves the right to make multiple arrangements for any item(s) where, in the opinion of UNFPA, the Bid winner cannot fully meet the delivery requirements or it is deemed to be in UNFPA’s best interest to do so. Any arrangement under this condition shall be made on the basis of the highest combined scoring Bid, the second-highest, etc.

## Rejection of Bids and annulments

* 1. UNFPA reserves the right to reject any Bid if the Bidder has previously failed to perform properly or on time in accordance with previous contracts/purchase orders or if the Bidder from UNFPA’s perspective is not in a position to deliver pursuant to the contract.
  2. UNFPA reserves the right to annul the RFP and reject all Bids at any time prior to award of the contract without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information.
  3. Bidders waive all rights to appeal against the decision made by UNFPA.

## Right to vary requirements and to negotiate at time of award

* 1. At the time of award of the contract UNFPA reserves the right to vary the quantity of goods and/or services specified in the RFP by up to 20% without any change in hourly/daily or any other rates or prices proposed by the Bidders or other terms and conditions.
  2. UNFPA reserves the right to negotiate the price with the Bid winner before awarding the contract to ensure that the Financial Bid is competitive on all aspects of the price.
     1. The purpose of negotiations of offers selected based on the ‘cumulative analysis methodology’ is to ensure that the technical proposal is in line with requirements and that the financial proposal is competitive on all aspects of the price.
     2. In the negotiations, any deficiency in the offer will be pointed out to the supplier. The supplier will be allowed to make adjustments in the proposal in order to improve and more clearly specify the contents of the offer. However, under no circumstances shall the requirements (Terms of Reference/specifications) be changed.

## Signing of the Contract

* 1. The procurement official will send the successful Bidder(s) the contract for professional services for a fixed contract value, which constitutes notification of award. Successful Bidder(s) shall sign and date the contract, and return it to UNFPA within 10 calendar days of receipt of the contract. To facilitate the process of signing the contract, Bidders are expected to have reviewed the template of Contract for Professional Services, found in Section VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES of the Bidding documents prior to submitting a Bid. The successful bidder shall deliver the services and/or goods in accordance with the delivery schedule outlined in the Bid/ Contract only after both parties sign the contract.
  2. UNFPA reserves the right to discontinue the contract if the supplier’s performance is not satisfactory to UNFPA.

## Publication of Contract Award

* 1. UNFPA will publish the following contract award information on United Nations Global Marketplace <http://www.ungm.org>, unless it is deemed to be in the interest of UNFPA no to do so: Purchase Order reference Number, Description of the Goods or Services procured, Beneficiary Country, Supplier Name and Country, Contract amount and the issue date of the contract/purchase order.

## Payment Provisions

* 1. UNFPA’s policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract.

## Bid protest

* 1. Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of contract may complain to the UNFPA Head of the Business Unit Bettina Maas: UNFPA, Representative, Ethiopia Country Office: [maas@unfpa.org](mailto:maas@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 of the Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

## Documents establishing sustainability efforts of the Bidder

* 1. Currently UNFPA is requesting information on environmental and social policies and related documentation with Bids submitted by prospective suppliers. UNFPA is incorporating environmental and social criteria considerations into the evaluation process, such as adherence to Global Compact requirements (more information can be accessed here, <http://www.unglobalcompact.org/>, or by contacting Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org)). UNFPA encourages suppliers to consider joining the UN Global Compact and to look into other ways to help reduce their environmental impact now.

# Section II:

**TERMS OF REFERENCE FOR CONSULTANCY FIRM**

**TERMS OF REFERENCE**

**Baseline survey of the UNICEF-UNFPA joint programme (JP) phase III on HIV prevention, sexual reproductive health and violence response among most-at-risk adolescents and youth in Ethiopia.**

1. **Background**

UNFPA works towards making a world where every pregnancy is wanted, every birth is safe, and every young person's potential is fulfilled. UNICEF’s mandate is to support efforts to help ensure that the world becomes a place where the rights of every child are realized and protected; that their basic needs are met and they are provided with opportunities which will enable them to reach their full potential.

UNICEF and UNFPA have been successfully working on the first (2007-2013) and second (2014-2017) phase of the Joint Programme (JP) on A Rights Based Approach to Adolescent and Youth Development in Ethiopia funded by the Royal Norwegian Government. At the core of Phase I and II of the JP were interventions on HIV prevention and response as well as on Sexual and Reproductive Health (SRH), targeting the general adolescents and youth aged 10-24 years. The operational area of during the first two phases of the JP were at Federal level and in six regions (Afar, Addis Ababa, Amhara, SNNPR, Oromia, and Tigray) in selected 30 woredas and 13 universities and 100 high schools. As a result, between 2007 and 2017 more than one million adolescents and young people received direct services such as HIV testing and counselling, basic and refresher trainings; received information on sexually transmitted infections (STI) and family planning services; they participated in youth dialogue and livelihood income generating activities.

At the end of phase II, in June 2017, UNICEF and UNFPA in collaboration with the Royal Norwegian Embassy conducted an external end year evaluation of phase II of the JP. The findings from the end year evaluation informed phase III of the JP. Phase III of the ‘Joint Programme on a Rights-Based Approach to Adolescent and Youth Development’ in Ethiopia will be implemented within a three-year period starting in July 2018 and ending in June 2021. This phase will focus on the most vulnerable adolescents and youth (aged 10-24) who have largely been excluded from programme interventions to-date: including adolescents living on/working on the street, adolescents living with HIV, domestic workers, sex workers, adolescents with disabilities, youth working in /close to enterprise zones

Phase III of the JP aims to reach the most vulnerable and marginalized adolescents and young people and provide them with the HIV and SRH knowledge, skills, services and opportunities required to make a successful transition to adulthood and ensure that their rights are protected, respected and fulfilled. It seeks to influence and align with government schemes to reach the most marginalized. In addition, the programme will encompass a component on strengthening the social service workforce and strengthen services for the prevention and response to child victims/survivors of violence.

1. **Rationale for the Research Activity/Justification**

Before embarking on the commencement of phase III of the JP, the baseline survey will take stock of the current status of vulnerable adolescents and youth and their knowledge of sexual and reproductive health, HIV and other sexually transmitted diseases. In addition, the survey will capture the help and service seeking behaviour of adolescents and youth across the range of issues that affect their lives and including with regard to violence.

The findings from the survey are expected to inform HIV-sensitive quality and accessible VAC services and the social service workforce (i.e., service provision for improved performance, monitoring and evaluation and to maximize outcome towards sexual reproductive health and HIV/AIDS issues;) access and utilization of SRH, HIV prevention, protection and response to violence (including GBV). The finding will be used as benchmark for programme evaluation and to design tailored BCC strategy for the target groups.

1. **Objectives:**

**General Objective**

The aim of this consultancy is to conduct a baseline survey on HIV prevention, Sexual Reproductive Health and violence responses among most at risk adolescent and youth in Ethiopia and service providers. Specifically, the survey will assess the Knowledge, Attitude, Practice, Behaviour (KAPB) on HIV/AIDS and SRH, attitudes towards adolescents and youth living with HIV, multiple partners and condom use, current use of contraceptive methods for sexually active women, Age at first sexual intercourse, HIV testing and counselling, use of alcohol and substance use, services for victims of violence, service seeking behaviour and service availability using a mixed (quantitative and qualitative) survey methods in randomly selected project area.

**Specific objectives**

* To assess the level of Knowledge, Attitude and Practices of with respect to SRH, HIV and VAC among adolescent and youth
* To assess the attitudes and practices of service providers in the provision of HIV, SRH and VAC services.
* To assess the level of access to and utilization of quality SRH, HIV and VAC services
* To understand the level of risk and vulnerability to contract HIV, unplanned pregnancy, violence etc of the targeted adolescent and youth population
* To assess barriers of adolescents to access HIV prevention and SRH services, to participate in trainings on SRH and to know about the available services for most-at-risk adolescents and youth who are victims of violence or in danger of becoming victimized
* To understand the preferences of the targeted population with regards to the types of services needed

1. **Methodology**

* Study design: Appropriate study design will be employed to address the objectives of the survey.
* Study setting: 20 woredas of six regions and one city administration, i.e. Afar, Amhara, Gambella, Oromia, SNNPR, Tigray, and in Addis Ababa[[4]](#footnote-4).
* Study population: The survey will focus the population group identified as the most-at-risk adolescents and youth in 20 selected woredas with special emphasis on those in domestic work, sex workers, and young people with disabilities, orphans and street children, adolescents living with HIV and Seasonal workers.
* Sampling technique: The consultant should propose a feasible sampling technique to ensure the representation of the study areas and the study population groups. The consulting firm will develop appropriate data collection tools to match with the study objectives identified above.
* Ethical clearance: Appropriate ethical procedure will be followed in carrying out this study. Written or verbal consent should be sought from all study population and the protocol should be submitted for ethical process and obtained ethical clearance from the relevant body before the commencement of the study.

1. **Scope of the work of the consulting firm**

Based on the background information and purpose of the survey provided above, the consulting/firm shall:

Develop technical proposal for the baseline survey

* Brief introduction and objectives of the study
* Detail methodology on the study design on how to carry out the proposed survey
* Indicate the sampling frame, sampling technique and determine sample size
* Data collection procedures and data collection tools
* Ethical clearance procedures
* Quality assurances

Obtain ethical clearance from the relevant body

* Submit the proposal for ethical review to the relevant body (regional offices)
* Present and defend the protocol for ethical review board
* Obtain official letter from regions, woredas and site to carry out the study
* Obtain ethical clearance from the regional office

Carry out the field work

* Responsible for translating the data collection tool into local language possibly (Amharic, Oromifia, Tigrigna )
* Train data collectors on the data collection tools
* Pilot the data collection tools in selected sites and adjust the data collection tools accordingly
* Deploy data collectors and supervisors to the randomly selected study sites
* Co-ordinate collection of data in selected woredas
* Carry out data entry and analysis and interpretation
* Prepare the first draft report and present to UNFPA/UNICEF.
* Submit the final baseline survey report including an executive summary to RNE, UNFPA and UNICEF CO, hard copies and a soft copy in CD-Room along with the raw data, and the database.
* Produce issue briefs from the final baseline survey report (issues to be identified with UNFPA and UNICEF)
* Present final result in a dissemination workshop to partners and policymakers

1. **Deliverables**

|  |  |  |
| --- | --- | --- |
| Key milestones | Deliverables | Time |
| Preparatory activities | * Inception report prior to the commencement of the baseline survey | 2 weeks after signing the agreement |
| * Final Baseline survey protocol including data collection tools, written consent forms, FGD guidance forms etc | 3 weeks |
| * Protocol submitted for ethical review and clearance obtained | 4 weeks |
| Data collection and report development | * Field data collected from the selected study sites | 4 weeks |
| * Data entry and analysis carried out | 2 weeks |
| * Draft study findings presented | 1 week |
| Report submission and finalization | * Final report ready and presented to stakeholders | 1. weeks |

1. **Timeline**

The institutional contract will start May 2018 and will end August 2018. The assignment will be carried out within 16 weeks

1. **Plan of action and time schedule of the study**

It is expected that the survey undertaking will last within 4 months from appointment of the consultant to final report submission. The schedule for each phase is set out in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| Phase | Activities | Timeline | Responsible |
| Pre-award activities | Inviting consultants to submit proposals |  | UNICEF/ UNFPA |
| Preparation and submission of technical and financial proposal | 1 week | UNICEF/ UNFPA |
| Evaluation of proposals and selection of consultant | 1 weeks | UNICEF/ UNFPA |
| Preparation | 1.Develop inception report/ protocol on base line survey | 2 weeks | Consultant |
| 1.1Desk and document review, Develop data collection tools /instruments or checklist | 1 week | Consultant |
| 1.2Construct a sampling frame and draw a representative sample of units | 3 days | Consultant |
| 1.3 Discussion and Meeting with UNICEF, UNFPA and RNE/Review of tools and work plan | 1 days | Consultant  UNICEF/ UNFPA |
| 1.4 Pilot the data collection tools and finalize the tools as per the pilot findings | 2 days | Consultant |
| Fieldwork & Analysis | Conduct Pilot Survey and undertake actual field work | 2 weeks | Consultant |
| Data entry, cleaning, processing and analysis | 3 weeks | Consultant |
| Write up and presentation | Write up of first draft | 4 weeks | Consultant |
| Make presentation of preliminary results and receive comments from UNFPA and UNICEF COs (TWG) | 2 days | Consultant  UNICEF/ UNFPA |
| Incorporate comments, finalize the report and submit to UNFPA CO | 1 week | Consultant |
| Make Presentation of results | 1 day | Consultant  UNICEF/ UNFPA |
| Submit electronic and hard copy of the final report | 1 week | Consultant |

1. **Quality Assurance**

In the assurance of quality, the consulting firm should clearly show how they ensure the quality of the research work expressing team composition engaged in the task. In order to ensure quality of work, both primary and secondary sources of data collected through various methods and tools should be triangulated. To assure the quality of the work, UNFPA and UNICEF regional and CO programme staff and management as well as technical experts and advisors of the East and Southern Africa Regional Office will actively participate and take responsibility in the review of inception report and draft analysis reports and forward their substantive/constructive comments to enrich the output.

On the other hand, quality assessment procedure will be put in place to select competent firm that meets the expected required service setting criteria to evaluate technical and financial proposals.

1. **Payment milestones and authority**

The prospective Institution will indicate the cost of services for each deliverable in US dollars when applying for this consultancy. The consulting firm will be paid based on the effective UN exchange rate (where applicable), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder. As it’s indicated, this is a joint assignment of UNFPA and UNICEF and hence the two agencies will cover the expenses equally. In other words, the firm will sign contractual agreement with two agencies.

The qualified consultancy firm shall receive its lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

| Installment of Payment/ Period | Deliverables or Documents to be Delivered | Approval should be obtained | Percentage of Payment |
| --- | --- | --- | --- |
| 1st Installment | Upon Submission of Inception report (with first comments incorporated after presentation) and certified by the respective designated personnel. | UNFPA Authorized Personnel | 30% |
| 2nd Installment | Upon submission of first draft report and certified by the respective designated personnel | UNFPA Authorized Personnel | 35% |
| 3rd Installment | Upon submission of the of acceptable final version of the KAP survey report in hard and soft copy), soft copy of the primary data analysed and used in the report, and consultancy service completion report | UNFPA Authorized Personnel | 35% |
| Total | | | 100% |

1. **Accountability and Responsibilities**

There will be a steering committee comprising of UNICEF, UNFPA, Royal Norwegian Embassy office, Federal HAPCO, MoWCA MoYS, FMOH and MOFEC. The committee will be responsible to follow up and oversee each activity during the base-line Survey. Each member of the organization will have specific role to ensure the proper implementation of the evaluation which include;

* UNFPA and UNICEF will hire the consulting firm as per this terms of reference (UNFPA will lead the process of advertisement)
* UNICEF & UNFPA will have a co-lead role to direct and coordinate this survey and will be responsible for guidance throughout its execution and approval of all deliverables.
* UNFPA and UNICEF will contract the consultant for the baseline survey and the consultant will be responsible for all final deliverables.
* The steering committee (mentioned in below) shall be responsible for approving the terms of reference of the survey and the deliverables.

Government partners

* Will facilitate the undertaking of the baseline survey at federal and regional levels
* MoFEC and BoFECs will facilitate the survey undertaking by issuing the support letter to study sites
* Will support the consultants by communicating and facilitating the data collection process

The team Leader of consultants / consulting firm

The consultants team will comprise of international and national consultants who

* Will be responsible for day-to-day management, regular progress reporting to UNICEF and UNFPA, consolidation of results and the production of all deliverables.
* Should recognize the overlap between the specific objectives of the joint progamme and will ensure each is efficiently addressed.
* Will be responsible for coordinating the fieldwork of the baseline survey
* Will produce weekly status reports to UNFPA and UNICEF and in addition, will submit the data collection tools to the steering committee through UNFPA and UNICEF for approval before adoption
* Will be responsible for all final deliverables including and not limited to: work plan, timetable, tools, data collection, desk and final report development.

Based on the agreed time table (see above), will participate in at least three feedback meetings conducted by UNICEF and UNFPA JP focal persons.

1. **Reporting and Supervisor- Institutional arrangement**

Internal steering committee chaired by UNFPA and UNICEF - will provide oversight of the work and will include technical, managerial and regularly follow the implementation of the program. The role of the internal steering committee will include TOR approval and provision of feedback on the reports. External advisory or reference group from relevant stakeholders and partners that include Ministries, youth representative and research institutes will meet every two month and give overall direction and reflection on the assignment.

The firm is supervised by the Adolescent and HIV Program Specialists responsible for Right Based Approach to Adolescent and Youth Development in Ethiopia of the phase III of both agencies. The firm shall report on the progress and have regular scheduled meetings with the Adolescent and HIV Program Specialist of UNFPA and UNICEF. The Consultant meets/consults Bi weekly with the supervisor and the technical support staff (Specialists) and reports the status. Moreover, the Research and Evaluation Committee in UNICEF and UNFPA oversees the quality of the study. The firm will submit all the deliverables including draft reports, final report and other products to UNICEF and UNFPA. The reports will also be shared with the Federal and Regional bureaus.

1. **Criteria for Selecting the Best Offer**

Selecting of the best offer will be made based on: Combined Scoring method: where Expertise of Firm / Organization, Proposed Methodology, Approach and Implementation Plan, Management Structure and Key Personnel, will be weighted a maximum of 70%, and combined with the price offer which will be weighted a maximum of 30%. For detail technical criteria correlate weight, please see annex II of the ToR

1. **Required Documentations**

During the tender advertisement, the potential consultancy firm is expected to submit two bids (it is a two envelop system) to UNFPA for consideration, as follows:

1) Technical Bid: Setting out a full technical proposal for carrying out the work, without reference to the costs of carrying out the consultancy work. Each technical bid should be supported by the following information:

* 1. A technical proposal including conceptual framework, methodology/ies with justification, sampling frame design and size, detailed schedule, etc.
  2. CVs of the Consultants expected to undertake the work, including a list of consultancies/contracts carried out satisfactorily and their credentials,
  3. A forwarding letter addressed to UNFPA, confirming the capacity to deliver the consultancy work, following the specified timeframes,
  4. Proposed methodology of the study;
  5. Renewed Relevant Trade License.

2) Financial Bid: Cross-referenced to the technical bid should be a financial bid, giving the overall cost but with as much breakdown of costs as possible to allow analysis of reasonableness of the offer. (Refer the bid document)

Other conditions include:

* The consulting firm
  + will not be provided with lodging and/or meals.
  + will work from remote location.
  + uses its own materials, i.e. computer, office supplies, etc.
  + is not authorized to have access to UNICEF and UNFPA transport.
  + covers all its expenses (transport, perdiem/DSA, hiring and training of enumerators, and other related costs in data collection )

1. **Expected Background and Experience**

The Firm/Institution

1. has to have a minimum of four years of experience in carrying out similar job for other national/international agencies.
2. Experience in the fields of violence, HIV, SRH, HTP and, international development,
3. has to have competent team members including a team leader with a mix of expertise.
4. must be highly experienced with preparing and managing assessment, preferably in the Ethiopian context.
5. must have proven psycho-social experience in working with most at risk adolescent and youth population.
6. should make available the CVs of their employees
7. must provide UNICEF and UNFPA with a Certificate of Incorporation/ documentation proving that they are a registered company or institution.

The following are requirements for the team members of the consulting firm:

* Advanced degree (Masters or PhD) in behavioural/social sciences, psychology, Public health, or related disciplines
* A minimum of 10 years of practical work experience in the fields of violence, HIV, SRH and HTP Experience with managing large scale surveys.
* Experience in training and mentoring of enumerators.
* Good analytical skills and report writing experiences to international and national organizations
* Experience working in Most at risk population.
* Strong team oriented organization.
* Dedicated to delivering results for children in Ethiopia.
* Able to work effectively in a multi-cultural environment.
* Sets clearly defined objectives and plans activities for its organization.
* Excellent oral and written skills in English and fluency in Languages #

1. **Intellectual Property Rights**

All intellectual property rights in the work to be performed under this agreement shall be vested in UNICEFA ND UNFPA, including without limitations, the right to use, publish, translate, sell or distribute, privately or publicly, any item or part thereof. The FHAPCO/MOH, MOWCA , UNICEF and UNFPA hereby grants to use, publish, translate and distribute, privately or publicly, any item or part of the work to be performed under this Agreement for non-commercial purposes. Neither the Recipient Organization nor its personnel shall communicate to any other person or entity any confidential information made known to it by UNICEF and UNFPA and other key stakeholders in the course of the performance of its obligations under the terms of this Agreement nor shall it use this information to private or company advantage. This provision shall survive the expiration or termination of this Agreement.

The core reports will be issued by the steering committee for the research noting in the acknowledgements sections institutions and persons who have made major contributions to their authorship. Further analysis of data collected in the evaluation will first appear as (enter name of reports the research steering committee will issue). Consultants will provide the steering committee members with raw data, corrected/verified data once cleaned and programming files that permit replication of results from core evaluation reports.

Data collected for the research is the property of the Government of Ethiopia/UNICEF and UNFPA country programmes. Master versions of the data, coding protocols and programming code permitting replication of results of core evaluation reports will be kept by the programme. Copies of the data will be distributed to researchers with the permission of the evaluation steering committee with a view to helping to disseminate learning derived from the data sets.

**Annex 1**

The 20 hot spot urban woredas from the project regions ( Afar, Amhara, Gambella, Oromia, SNNPR and Tigray as well as Addis Ababa City Administration)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| # | Afar | Oromia | Amhara | SNNPR | Addis Ababa | Gambella | Tigray |
| 1 | Logia | Adama | Bahirdar | Arba Minch | Addis Ketema | Gambella city | Mekele |
| 2 | awash | Jimma\* | kombolcha | Dilla |  |  |  |
| 3 |  |  |  |  | Kolfe |  | Aksum |
| 4 |  | Nekemte | Gondor | Hawassa |  |  |  |
| 5 |  | Sebeta | Dera or Jawi (TBD) |  |  |  | Humera |
| 6 |  | Borena/yabello |  |  |  |  |  |
|  | 2 | 5 | 4 | 3 | 2 | 1 | 3 |

# Section II – Annex A: Instructions for Preparing Technical Bid

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

1. Brief description of the firm and the firm’s qualifications: 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.
2. Your firms’ understanding of the requirements for services and the objective of this project, including assumptions: 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.
3. Proposed Approach, Methodology, Timing and Outputs: 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.
4. Proposed Team Structure: 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.
5. Proposed Project Team Members: attach the curriculum vitae of the senior professional member of the team and members of the proposed team.
6. Detailed description of your proposed deliverables.
7. Detailed project plan (Gantt chart) showing the required resources and support from your firm as well as from UNFPA.
8. Detailed description of the technical specifications of your Bid.
9. A list of tasks which are out-of-scope versus in-scope.
10. Why you would be qualified for this project (Similar reference deliverables, ideally with live examples).
11. UNFPA requests Bidders to submit information on environmental and social policies and any related documentation in their Bid.
12. Copies of current certificates such as GMP/quality, FSC/CPP, manufacturer’s ISO certificate for any product, manufacturer’s CE certificate, USA 510k, Japan QS standard, etc. as and if applicable
13. All standard forms as explained under clause Section I: Instructions to Bidders, clause 16

Bidder(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.

# Section III: General Conditions of Contract

UNFPA’s General Conditions of Contract are available through the links below as well as attached as a separate PDF document in this RFP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [De Minimis Contracts (Low value Contracts)](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) | For contract/PO values below USD 100,000, covering both goods and/or services | [English](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20EN.pdf) | [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf) | [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) |

# Section IV: UNFPA Special Conditions of Contract

|  |  |
| --- | --- |
| **CONTRACT RATES** | The rates charged for the services performed shall not be adjustable. |
| **GOODS AND SERVICES DEFINED** | Goods are hereinafter deemed to include, without limitation, equipment, spare parts, commodities, raw materials, components, customized and standard software as required, intermediate products and products the successful Bidder is required to supply under the contract.  Services are to include design, installation and commissioning, training services, technical assistance and warranty services as required to supply in the contract. |
| **KEY PERFORMANCE INDICATORS** | Successful Bidder’s performance will be monitored and evaluated by UNFPA as per the ToR to enable the assessment on the effectiveness, efficiency and/or consistency of goods/services provided. The results of the evaluation will be communicated to the supplier to enable improvements. An extension of the contract will take into consideration results of performance evaluation(s). The evaluation will be based on, but not limited to, the following key performance indicators:  **Services:**   * Expected output achieved * Satisfactory level of quality and technical competence * Effective and timely communication and professionalism   **Goods and Services:**   * Timely delivery of goods and services based on client requirements * Satisfactory level of quality, technical competence, and management of post-delivery issues (if applicable) * Effective and timely communication and documents handling * Adherence to contractual agreement (Purchase Order, contract, LTA terms and conditions)   Key performance indicators may be modified and/or added during the validity of this contract. |
| **PAYMENT TERMS** | UNFPA’s policy is to pay for the performance of contractual services rendered and/or to effect payment upon the achievement of specific milestones described in the contract.  UNFPA’s policy is not to grant advance payments except in unusual situations where the potential supplier, whether a private firm, non-governmental organization or a government or other entity, specifies in the Bid that there are special circumstances warranting an advance payment. UNFPA will normally require a bank guarantee or other suitable security arrangement in such cases.  Any request for an advance payment is to be justified and documented, and must be submitted with the Financial Bid. The justification shall explain the need for the advance payment, itemize the amount requested and provide a time schedule for utilization of said amount. Information about your financial status must be submitted, such as audited financial statements at 31 December of the previous year and include this documentation with your financial bid. Further information may be requested by UNFPA at the time of finalizing contract negotiations with the awarded Bidder. |
| **LIQUATED DAMAGES** | In the event of a Contract being issued and in case the Vendor fails to deliver/perform the services in accordance to the milestones stipulated in the Contract and/or Purchase Order, UNFPA reserves the rights to claim liquidated damages from the Vendor and deduct [2%] of the value of the services pursuant to the Purchase Order per additional week of delay, up to a maximum of 10% of the value of the Purchase Order. The payment or deduction of such liquidated damages shall not relieve the Vendor from any of its other obligations or liabilities pursuant to any current Contract or Purchase Order. |

# 

# Section V: Supplier Qualification RequirementS

1. **Legal and regulatory requirements**
   1. This will be judged based on the checklist on UNFPA General Conditions of Contracts that will be submitted by the Bidders. Special consideration will be given to the Bids not suggesting any alternative or suggesting alternatives that are fully acceptable to UNFPA. Bids should clearly indicate where the Bidder does not accept, the reason(s) for the non-acceptance, and the alternative provision, for each of the UNFPA General Conditions of Contracts: (For this, use Section VI – Annex E: Checklist on UNFPA General Conditions of Contract)
2. **Legal status of the Bidder**
   1. Technical Proposals from the Bidders should provide evidence that the Bidder is established as a company and legally incorporated in the country; e.g. through provision of certification of incorporation or other evidence (this is not required for companies already registered in national, regional or international Stock Exchanges. However, evidence on such registrations should be provided)
   2. Copy of valid license from the country of registration or a copy of company registration in the country of operation demonstrating that is duly authorized to provide the captioned services .
3. **Bidder’s eligibility**

# : Technical Proposals from the Bidders should provide written confirmation that they are not listed in any of the banned/suspended supplier lists.

* Listed as suspended or removed by the United Nations Procurement Division (UNPD);
* Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on United Nations Global Marketplace Vendor ineligibility list posted on the United Nations Global Market Place (UNGM);
* Included on the [UN 1267 list](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml) issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
* Debarred by the World Bank Group in accordance with the [WB Listing of Ineligible Firms & Individuals](http://web.worldbank.org/external/default/main?theSitePK=84266&contentMDK=64069844&menuPK=116730&pagePK=64148989&piPK=64148984) and the [WB Corporate Procurement Listing of Non-Responsible Vendors](http://web.worldbank.org/WBSITE/EXTERNAL/OPPORTUNITIES/EXTCORPPROCUREMENT/0,,contentMDK:22030810~pagePK:64147231~piPK:64147158~theSitePK:438017,00.html).

1. **Financial stability**
   1. Financial stability of the Bidders will be judged based on the ratios such as current ratio, quick ratio and debt ratio. Bidders are requested to provide key financial ratios using the table below with their audited financial statements to support the statements. The financial ratios should cover key financial stability ratios over a five-year period, including those mentioned in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial Ratio** | **2015** | **2016** | **2017** |
| Current ratio |  |  |  |
| Quick ratio |  |  |  |
| Debt ratio |  |  |  |
| …………. |  |  |  |

* 1. Evidence that the Bidder has successfully completed at least one similar contract/LTA within the last five years for supply of goods or services as offered.
  2. Provide contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback regarding financial stability.

1. **Experience and Technical Capacity**

* Company’s managerial capabilities
* Evidence for quality assurance systems in place
* Bidder must have delivered similar services satisfactorily to UN or similar organizations during the last three years, and the services should have been delivered with no negative performance reports
* References in support of the satisfactory delivery of services specified above
* Data to support that the Bidder has capacity to perform the services that will be issued pursuant to the contract and complete the deliverables within the stipulated delivery period

# Section VI: Bid and Returnable forms

Below find an overview of the attached Bidding and returnable forms required for the RFP.

|  |  |  |  |
| --- | --- | --- | --- |
| Description | | Status | Preferred file for submission |
| Annex A: | Bid Confirmation Form | Mandatory | PDF |
| Annex B: | Bid Submission Form | Mandatory | PDF |
| Annex C: | Bidder Identification Form | Mandatory | PDF |
| Annex D: | Bidder’s Previous Experience | Mandatory | PDF |
| Annex E: | Checklist on UNFPA Conditions of Contract | Mandatory | PDF |
| Annex F: | Price Schedule Form | Mandatory | PDF & Excel |
| Annex G: | Joint Venture Partner Information Form | Optional | PDF |
| Annex J: | Checklist of Bid Forms | Not Applicable | Not Applicable |

# Section VI – ANNEX A: Bid Confirmation Form

*[Complete this page and return it prior to bid opening]*

|  |  |  |  |
| --- | --- | --- | --- |
| To: | UNFPA: Paul Makwinja | Date: |  |
|  | *International Operations Manager* | Email: | *makwinja@unfpa.org* |
|  | | | |
| From: | *[Insert Company Name]* | | |
|  | *[Insert Contact person from Company]* | | |
|  | *[Insert Telephone number]* | | |
|  | *Insert E-mail address of contact person]* | | |
|  | *[Insert Postal address of Company]* | | |
|  | | | |
| Subject: | **UNFPA/ETH/RFP/2018/002** | | |

|  |  |
| --- | --- |
|  | YES, we intend to submit a bid in response to the above mentioned RFP. |
|  | NO, we are unable to submit a bid in response to the above mentioned RFP due to the following reason(s): |

( ) The requested products and/or services are not within our range of supply.

( ) The requested products are not available at the moment.

( ) We are unable to submit a competitive bid for the requested products/services at the moment.

( ) We cannot meet the requested specifications.

( ) The information provided for bidding purposes is insufficient and unclear

( ) Your RFP document is too complicated

( ) Insufficient time is allocated to prepare an adequate Bid.

( ) We cannot meet the delivery requirements.

( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):

( ) Our current capacity is overbooked

( ) We are closed during the holiday season

( ) We had to give priority to other clients’ requests

( ) We do not sell directly, but through distributors

( ) We have no after-sales service available in the recipient country

( ) The person handling bid is away from the office

( ) Other (please specify)

|  |  |
| --- | --- |
|  | YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP’s. |
|  | No, we are not interested in participating in future possible RFP’s, please remove us from your vendor database. |

**If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | E-mail: |  |
| Post Title: |  | Telephone |  |

# Section VI – Annex B: Bid Submission Form

Date: [Insert Month, Day, Year]

To: UNFPA

**United Nations Population Fund**

UNECA Compound, Congo Building, 1st Floor, South Wing

International Operations Manager Office

Addis Ababa, Ethiopia

Dear Sir/Madam,

The undersigned, having read the RFP documents of UNFPA/ETH/RFP/2018/002 , hereby offers to provide the **Provision of Consultancy Services for Baseline survey of the UNICEF-UNFPA joint programme (JP) phase III on HIV prevention, sexual reproductive health and violence response among most-at-risk adolescents and youth in Ethiopia**, in accordance with any specifications stated and subject to the terms and conditions set out or specified in the document.

We agree to abide by this Bid for a period of *120* from the date fixed for Bid opening in the Request for Proposal, and the Bid shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Bid is accepted, we undertake to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that UNFPA is not bound to accept any Bid it may have received, and that a binding contract would result only after final negotiations and award of contract is concluded on the basis of the Technical and Financial Bids and

We have no conflict of interest in accordance with Section I: Instructions to Bidders clause 2.3.

Our firm, its affiliates or subsidiaries including any subcontractors or suppliers for any part of the contract have not been declared ineligible by UNFPA, in accordance with Section I: Instructions to Bidders clause 2.4.

Best regards

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

# Section VI – Annex C: Bidder Identification Form

**UNFPA/ETH/RFP/2018/002**

|  |  |
| --- | --- |
| 1. **Organizational Information** | |
| Company/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 (specify) |  |
| **Organizational Type**: Manufacturer, Wholesaler, Trader, Service provider, etc. |  |
| Areas of expertise of the organization |  |
| Current Licenses, if any, and permits (with dates, numbers and expiration dates) |  |
| Years supplying to UN organizations |  |
| Years supplying to UNFPA |  |
| Production Capacity |  |
| Subsidiaries (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** | |
| International Quality Management System (QMS) |  |
| List of other ISO certificates or equivalent certificates |  |
| Presence and characteristics of in-house quality control laboratory (if relevant to Bid) |  |

|  |  |
| --- | --- |
| 1. **Expertise of Staff** | |
| Total number of staff |  |
| Number of staff involved in similar 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) |  |
| Be advised that this person must be available during the two weeks following the Bid opening date. | |

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

# Section VI – Annex D: Bidder’s Previous Experience

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Order No. & Date** | **Description[[5]](#footnote-5)** | **Client** | **Contact person, phone number, email address** | **Date of service** | | **Contract Amount** | **Satisfactory completion** |
| **From** | **To** | **(Currency)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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 the Bidder: |  |
| Name and title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |
| Date: |  |

# Section VI – Annex E: Checklist on UNFPA General Conditions of Contract

Complete and submit this document as part of the Technical Proposal.

|  |  |
| --- | --- |
| **Criterion** | **Response from the Bidder** |
| Bidder reviewed the original RFP UNFPA/ETH/RFP/2018/002 including all annexes, any subsequent revisions and all the answers to the questions received from prospective Bidders posted on United Nations Global Marketplace in full before submitting the Technical and Financial Bids? |  |
| Bidder fully agrees with all the Terms and Conditions given in the RFP UNFPA/ETH/RFP/2018/002 including Annexes, the subsequent revisions and the clarifications provided through the answers to the questions received from prospective Bidders?  (if your answer is other than YES fill in the table below) |  |

|  |  |  |
| --- | --- | --- |
| **Original term/condition per RFP** UNFPA/ETH/RFP/2018/002 **and the subsequent revisions** | **Proposed deviation (alternate clause), if any, by the Bidder** | **Reason for proposing alternate clause** |
|  |  |  |
|  |  |  |
|  |  |  |

***Special Note****:* If Bidder proposes any deviations from the Terms and Conditions stipulated on the RFP document, such deviations must be included on this Form. Such deviations should not be indicated within the main body or any other part of your Technical Bid. If the proposed modifications are not acceptable to UNFPA, UNFPA reserves the right to reject the Bid. UNFPA strongly encourages avoiding the deviations for semantic changes.

|  |  |  |
| --- | --- | --- |
|  | **On behalf of Business Authority** | **On behalf of Legal Authority** |
| Signature |  |  |
| Name |  |  |
| Title |  |  |
| Company |  |  |
| Email address |  |  |
| UNGM Registration No. |  |  |

# Section VI – Annex F: Price Schedule Form

(Please see attached Excel spread sheet Annex E: Price Schedule Form.xls)

1. Submit this document in a separate from the Technical Bid as indicated in Section I: Instructions to Bidders clause 19 Submission, sealing, and marking of Bids and in Annex I Instructions to Bidders.
2. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.
3. The Price Schedule Form must provide a detailed cost breakdown, as shown below. Provide separate figures for each of the steps in Item 1 below; estimates for out of pocket expenses should be listed separately in Item 2 below.
4. UNFPA anticipates awarding the project on a fixed-price basis. To complete an analysis of the Bid, firms are required to submit itemized pricing that identifies the people who will work on the project (including resumes), their billing rates, and the number of hours proposed for the project. Anticipated travel, lodging, and out-of-pocket expensed should be detailed as well.

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)* | | | | | $$ |

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

# Section VI – Annex G: Joint Venture Partner information form

Date: *[insert date (as month, day, and year) of Bid Submission*

**UNFPA/ETH/RFP/2018/002**

Page \_\_\_\_\_\_\_\_ of \_\_\_\_\_\_ pages

|  |
| --- |
| 1. Bidder’s Legal Name: *[Insert Bidder’s legal name]* |
| 2. Joint Venture (JV) Party Legal Name: *[Insert JV’s Party legal name]* |
| 3. JV’s party country of registration: *[Insert JV’s Party country of registration]* |
| 4. JV’s party year of registration: *[Insert JV’s Part year of registration]* |
| 5. JV’s party legal address in country of registration: *[Insert JV’s Party legal address in country of registration]* |
| 6. JV’s party authorized representative information  Name: *[Insert name of JV’s Party authorized representative]*  Address: *[Insert address of JV’s Party authorized representative]*  Telephone/Fax numbers: *[Insert telephone/fax numbers of JV’s Party authorized representative]*  Email Address: *[Insert email address of JV’s Party authorized representative]* |
| 7. Attached are copies of original documents of:*[Check the box(es) of the attached original documents]*  Articles of Incorporation or Registration of firm named in 2, above, in accordance with Section I: Instructions to Bidders clause 2: Eligible Bidders.  JV Agreement, or letter of intent to enter into such an agreement, signed by the legally-authorized signatories of all the parties |

# Section VI – Annex H: Bank Guarantee for Advance Payment

No advance payment shall be requested.

# Section VI – Annex I: Performance Security

No performance security shall be requested.

# Section VI – Annex J: Checklist of Bid Forms

The following checklist is provided as a courtesy to Bidders. Please use this checklist while preparing the Bid to ensure that your Bid contains all required information. This checklist is for the Bidder’s internal reference and does *not* need to be submitted with the Bid.

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITY** | **LOCATION** | **YES/NO/**  **N/A** | **REMARKS** |
| Have you read and understood all of the Instructions to Bidders in Section I of the Bidding documents? | Section I: Instructions to Bidders |  |  |
| Have you reviewed and agreed to the UNFPA General Conditions of Contracts? | Section III: General Conditions of Contract |  |  |
| Have you reviewed and agreed to the UNFPA Special Conditions for Contracts? | Section IV: UNFPA Special Conditions of Contract |  |  |
| Have you completed the Bid Submission Form? | Section VI – Annex D: Bidder’s Previous Experience |  |  |
| Have you completed the Bidder’s Identification Form? | Section VI – Annex C: Bidder Identification Form |  |  |
| Have you completed the Bidder’s Previous Experience Form? | Section VI – Annex D: Bidder’s Previous Experience |  |  |
| Have you completed and signed the Price Schedule Form? | Section VI – Annex F: Price Schedule Form |  |  |
| Have you completed the Joint Venture Partner Information Form? If any? | Section VI – Annex G: Joint Venture Partner information form |  |  |
| Have you reviewed all of the relevant Contract form(s)? | Section VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES |  |  |
| Have you prepared a copy of your company’s registration in the country of operation? | Section V: Supplier Qualification RequirementS |  |  |
| Have you prepared a copy of the previous year’s audited Company Balance Sheet and Financial Statements? | Section I: Instructions to Bidders, clause 11 &  Section V: Supplier Qualification RequirementS |  |  |
| Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group? | Section VI – ANNEX A: Bid Confirmation Form  *[Complete this page and return it prior to bid opening]*   |  |  |  |  | | --- | --- | --- | --- | | To: | UNFPA: Paul Makwinja | Date: |  | |  | *International Operations Manager* | Email: | *makwinja@unfpa.org* | |  | | | | | From: | *[Insert Company Name]* | | | |  | *[Insert Contact person from Company]* | | | |  | *[Insert Telephone number]* | | | |  | *Insert E-mail address of contact person]* | | | |  | *[Insert Postal address of Company]* | | | |  | | | | | Subject: | **UNFPA/ETH/RFP/2018/002** | | |  |  |  | | --- | --- | |  | YES, we intend to submit a bid in response to the above mentioned RFP. | |  | NO, we are unable to submit a bid in response to the above mentioned RFP due to the following reason(s): |   ( ) The requested products and/or services are not within our range of supply.  ( ) The requested products are not available at the moment.  ( ) We are unable to submit a competitive bid for the requested products/services at the moment.  ( ) We cannot meet the requested specifications.  ( ) The information provided for bidding purposes is insufficient and unclear  ( ) Your RFP document is too complicated  ( ) Insufficient time is allocated to prepare an adequate Bid.  ( ) We cannot meet the delivery requirements.  ( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):  ( ) Our current capacity is overbooked  ( ) We are closed during the holiday season  ( ) We had to give priority to other clients’ requests  ( ) We do not sell directly, but through distributors  ( ) We have no after-sales service available in the recipient country  ( ) The person handling bid is away from the office  ( ) Other (please specify)   |  |  | | --- | --- | |  | YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP’s. | |  | No, we are not interested in participating in future possible RFP’s, please remove us from your vendor database. |   **If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:**   |  |  |  |  | | --- | --- | --- | --- | | Name: |  | E-mail: |  | | Post Title: |  | Telephone |  |   Section VI – Annex B: Bid Submission Form & Section I: Instructions to Bidders clause 2.4 |  |  |
| Have you provided a copy of any of your company’s environmental or social policies, and any related documentation? If applicable and if any ? | Section I: Instructions to Bidders, clause 39 |  |  |
| Have you reviewed the UN Global Compact requirements? | Section I: Instructions to Bidders, clause 39 |  |  |
| Have you sealed and marked the Bids according to Instructions to Bidders clause 19.3 (hard copy Bids) or or clause 20 (Submission through an online system)? | Section I: Instructions to Bidders, clause 0 & **Error! Reference source not found.** |  |  |
| Have you noted the Bid closing deadline? | Invitation letter Number 4 |  |  |
| Have you provided information on Supplier Qualification Requirements? | Section V: Supplier Qualification RequirementS & Section VI – Annex E: Checklist on UNFPA General Conditions of Contract |  |  |
| Have you provided evidence that the Bidder has successfully completed at least one similar contract within the last five years for supply of goods/services? | Section V: Supplier Qualification RequirementS |  |  |
| Have you provided sufficient documentation of your company's ability to undertake the services, i.e.,   * List of similar contracts/LTAs executed for other clients including contact details. * Evidence that the Bidder possesses experience in the geographical area. * At least three years of experience in performing similar contracts/Long Terms Agreements | Section VI – Annex D: Bidder’s Previous Experience  &  Section V: Supplier Qualification RequirementS |  |  |
| Have you provided sufficient documentation of your company’s managerial capability?   * Details of company’s managerial structure. * Quality assurance systems in place. |  |  |  |
| Have you supplied clients’ certificates in support of the satisfactory operation of the goods/services as specified above? | Section VI – Annex D: Bidder’s Previous Experience |  |  |
| Have you checked Section I: Instructions to Bidders, clauses, 16 & 17 and provided all requested documentation in the correct formats? | Section I: Instructions to Bidders, clauses 16 & 16.1.1 |  |  |

# Section VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES

1. <http://www.timeanddate.com/worldclock/city.html?n=69> [↑](#footnote-ref-1)
2. <http://www.timeanddate.com/worldclock/city.html?n=69> [↑](#footnote-ref-2)
3. <http://www.timeanddate.com/worldclock/city.html?n=69> [↑](#footnote-ref-3)
4. See annex I for the list of the weredas [↑](#footnote-ref-4)
5. Please indicate relevant contracts to the one requested in the RFP. [↑](#footnote-ref-5)