Date: May 18, 2020

REQUEST FOR QUOTATION

RFQ Nº UNFPA/ETH/RFQ/2020/010

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Provision of Consultancy services for the HRH (Human Resource for Health) Strategic Plan Mid-Term Review”.**

UNFPA requires the provision of **HRH (Human Resource for Health) Strategic Plan Mid-Term Review** as per the attached ToR.

This Request for Quotation is open to **all legally-constituted companies** that can provide the requested services and have legal capacity to perform in the country, or through an authorized representative.

1. **About UNFPA**

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

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

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

The main objective of this MTR( Mid Term Review) is to assess the level of performance against the progress towards the expected results of HRH strategic plan; as well as assessing its relevance in relation to the HSTP and the global commitment (SDGs), and to draw best lessons from the accomplishments and challenges to date in order to improve and guide the implementation of HRH strategic plan in the remaining periods of the strategic plan. (Details are available in the attached ToR)

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Ermias Wosenyeleh* |
| Tel Nº: | *251-115-444072/0911661151* |
| Fax Nº: |  |
| Email address of contact person: | *wosenyelehasefa@unfpa.org* |

The deadline for submission of questions is **29 May, 2020**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

1. **Content of quotations**

Quotations should be submitted in hard copy, in two envelope (**Technical and Financial- to be submitted separately) before the deadline**. Quotations must contain:

1. Technical proposal, in response to the requirements outlined in the service requirements / TORs.
2. Price quotation, to be submitted strictly in accordance with the price quotation form.
3. Attach Other Relevant Documents as per the requirements set in the ToR

Both parts of the quotation must be signed by the bidding company’s relevant authority and submitted in PDF format.

1. **Instructions for submission**

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the address indicated below no later than : Friday June 01*,2020 3:30 P.M, Addis Ababa Time Zone*[[1]](#footnote-1).

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Ermias Wosenyeleh* |
| Official Email address of PSB: | *eth\_bid@unfpa.org* |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/ETH/RFQ/2020/010 – Provision of Consultancy services for the HRH (Human Resource for Health) Strategic Plan Mid-Term Review. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.

1. **Overview of Evaluation Process**

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

**Technical Evaluation**

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

| **Criteria** | [A] Maximum Points | [B]  Points attained by Bidder | [C]  Weight (%) | [B] x [C] = [D]  Total Points | |
| --- | --- | --- | --- | --- | --- |
| Technical approach, methodology and level of understanding of the objectives of the project | 100 |  | 30% |  | |
| Work plan/time scales given in the proposal and its adequacy to meet the project objectives | 100 |  | 20% |  | |
| Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.) | 100 |  | 20% |  | |
| Specific experience and of the firm relevant to the assignment | 100 |  | 20% |  | |
| Profile of the company and relevance to the Project. | 100 |  | 10% |  | |
| *Grand Total All Criteria* | 500 |  | 100 |  |

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

|  |  |
| --- | --- |
| **Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted** | **Points**  **out of 100** |
| Significantly exceeds the requirements | 90 – 100 |
| Exceeds the requirements | 80 – 89 |
| Meets the requirements | 70 – 79 |
| Partially meets the requirements | 1 – 69 |
| Does not meet the requirements or no information provided to assess compliance with the requirements | 0 |

**Financial Evaluation**

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of **60** points in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the quotation or based on the specific formula indicated below. All other price quotes will receive points in inverse proportion according to the following formula:

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

## Total score

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

|  |
| --- |
| Total score = 60% Technical score + 40% Financial score |

1. **Award Criteria**

UNFPA shall award a Purchase Order on a fixed-cost basis to the Bidder(s) that obtain the highest total score.

1. **Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

1. **Payment Terms**

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s policy regarding fraud and corruption is available here: [Fraud Policy](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required.  Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records.  Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](http://web2.unfpa.org/help/hotline.cfm).

1. **Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **RFQ Protest**

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

1. **Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

Paul Makwinja,

International Operations Manager

PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | 18/05/2020 |
| **Request for quotation Nº:** | UNFPA/ETH/RFQ/2020/010 |
| **Currency of quotation :** | ETB |
| **Delivery charges based on the following 2010 Incoterm:** | DDP |
| **Validity of quotation:**  *(The quotation must be valid for a period of at least 3 months after the submission deadline* | Quotation should be valid for 3 month |

* Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Number & Description of Staff by Level | Hourly Rate | Hours to be Committed | Total |
| 1. Professional Fees | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Professional Fees* | | | | | ETB |
| 1. Out-of-Pocket expenses | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Out of Pocket Expenses* | | | | | ETB |
| ***Total Contract Price***  *(Professional Fees + Out of Pocket Expenses)* | | | | | ETB |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed **RFQ UNFPA/ETH/RFQ/2020/010** including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

|  |  |  |
| --- | --- | --- |
|  | Click here to enter a date. |  |
| Name and title | Date and place | |

**ANNEX I:**

**General Conditions of Contracts:**

**De Minimis Contracts**

This Request for Quotation is subject to UNFPA’s General Conditions of Contract: De Minimis Contracts, which are available in: [English,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)

Annex II : ToR

**Terms of Reference for HRH (Human Resource for Health) Strategic Plan Mid-Term Review**

**Background**

National Human Resource for Health Strategic Plan was launched on August 2016 based on many supporting policy and planning documents, including; Ethiopian Health Policy (1993), health sector transformation plan (2015– 2020) and visioning Ethiopia’s that towards universal health coverage through primary health care. As one part of the monitoring and evaluation approach, it has been decided to design and conduct a formal mid-term evaluation of the plan in 2020; and an end term evaluation of the in 2025.

## Importance of HRH MTR

Conducting periodic midterm review of the HRH strategic plan is important to validate the status of set targets, identify major gaps and challenges faced on implementation and to refine the HRH needs of the health sector. It is assumed to conduct the MTR by independent reviewer to minimize bias and apply holistic assessment techniques.

The mid-term review of HRH strategic plan (2016 -2025) marks our progress towards the realization of our vision in human resource for health; it also gives an opportunity to realign our goals to the changing circumstances.

This HRH strategic plan (2016-2020) midterm review is planned to conduct in 2020 and expected to assess the effectiveness and efficiency of different HRH interventions taken. In general HRH Strategic plan MTR will generate evidences on:

* Overall progress of the human resource for health (HRH)
* Progress towards the national HRH strategy
* Major limitations; gaps and challenges identified
* Lessons to be learned and replicated in the remained period
* Policy recommendations for the remained period (2020-2025) and beyond that.

# Objectives of the Mid-Term Review

## General objective

The main objective of this MTR is to assess the level of performance against the progress towards the expected results of HRH strategic plan; as well as assessing its relevance in relation to the HSTP and the global commitment (SDGs), and to draw best lessons from the accomplishments and challenges to date in order to improve and guide the implementation of HRH strategic plan in the remaining periods of the strategic plan.

## 2.2. Specific objectives

1. Review the implementation of HRH Strategic Plan and assess the achievements against the expected targets.
2. Assess the HRH interventions and the extent of their effects on health impacts.
3. Identify facilitating factors, barriers and challenges in the implementation of the HRH Strategic Plan.
4. Identify and document key lessons learned and experiences gained at all levels of the health sector.
5. Provide recommendations that enable the sector to address the bottlenecks and challenges in the implementation of the HRH Strategic Plan in the remaining period and beyond.

# Expected Outcomes

The final outcome of the whole review process will be a main report, which includes:

1. The level of progress of HRH with special emphasis on priority strategic initiatives.
2. The strengths, weaknesses and major implementation challenges on HRH implementation.
3. Best practices and lessons learnt.
4. Recommendations on useful measures that will help to improve the implementation of HRH in the remaining period of time and beyond.

# Scope of the Mid-Term Review

The implementation of HRH strategy at Public and Private Health sectors will be assessed: all regions and two city administrations, health science teaching higher institutions (universities), Federal Hospitals and Agencies will be included in the mid-term review. The review mainly focuses on the implementation of HRH Strategic Plan and assesses the achievements against the expected outcomes.

### Sampling of Regions and Woredas

### Sampling the facilities and the location of facilities were selected in the reference of the Sampling of Regions, Zones and Woredas that were taken during the midterm review of HSTP I with the exclusion of HC & HP, and with the inclusion of universities, regional health science colleges and non government organizations . Once the consultant is provided with the proposed sample, he/she can suggest as per his/her expertise, which could go right or need modification.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Region | Woreda | Hospital | Universiy | | Health Science College | | Non-Government Organization/Partner | |
| Tigray | Raya-Azebo  Enda Mokoni | Ayder  Mehoni | Adigrat University | | Mekele HSC | | Jhpiego  MSH  Amref  ICAP  CIHRT  Ipass  CDC  UNAIDS  CHAI  GHSA  UNFPA |
| Afar | Afambo  Asayita | Asayita  Dupti | Semera University | | Semera HSC | |
| Amhara | Dejen  Shebel Berenta  Farta  Estie | Felege Hiwot  Daejen  Shebel Berenta  Maken Eyesius  Gambi Private | | Debre Markos University | | Debrebirhan HSC |
| Oromia | Wonchi  Illu  Guliso | Tulu Bolo  Adama General Hospital | | Ambo University | | Nekemet HSC |
| Somali | Babile  Awbere | Meles Zenawi Memorial  Karamara  Ermias Internal | | Jigjiga University | | Jigjiga HSC |
| Benishangul Gumuz | Menge WoHO  SherkoleWoHO | Assosa General Hospital | | Asossa University | | Mizan Aman HSC |
| SNNP | West Azernet  Sankura | Alatyon Private  Wolayta sodo Hospital | | Wachamo University | | Hossana HSC |
| Gambella | Gambella Zuria  Abobo | Gambella  Private m/cllinc | |  | | Gambella Education and HSC |
| Harari | Sofi  Jenella | Jugol general Hospital  Harar General Hospital (Private) | | Haromiya Health Science university College | | Harari HSC |
| Diredawa | JaldessaBiyoAwale | DilChora General Hospital | | Dria Dewa Health Science university College | | Diredawa HSC |
| Addis Ababa | Gulele Sub City | Hallelujah Private  Ras Desta | | Addis Ababa University | |  |

## Key strategic objectives of HRH SP targeted for MTR

* **Strengthen HRH regulation, planning and partnership**
* Develop and implement appropriate HRH standards, guidelines and legislative frameworks
* Establish a comprehensive HRIS and strengthen data use for decision-making
* Strengthen HRH Planning at all levels
* Create gender responsive workforce
* Engage diverse partners and stakeholders on national HRH dialogue and actions
* **Improve Health workforce education and training capacity and regulation**
* Improve quality of pre-service education and training for the health workforce
* Strengthen IST and CPD for health workforce
* Strengthen accreditation, licensing and regulation of training institutions and health professionals
* **Strengthen Leadership, governance and HRM capacity and practices**
* Improve HRH leadership and governance structures and capacity at all levels
* Strengthen HRM capacity and practices at all levels
* **Optimize availability, retention** and **performance of the health workforce**
* Improve health worker **recruitment** and **deployment** at all levels
* Reduce inequity in geographic distribution and skill mix of health care workers
* Enhance staff motivation and retention
* Improve health workforce performance and productivity

# Methodology

* To come up with appropriate and realistic result data collection, processing and analysis will be given special emphasis. The data will be collected from different sources including: document review, observation of different documents and practices, interview of appropriate participant, etc.
* A mixed methods /approach will be employed for data collection
  + Qualitative methods: key informant interviews, direct observation of health facilities, FGD and structured desk review or others;
  + Quantitative method; secondary data from HMIS /HRIS, epidemiological data, surveillance and research or others.
* Appropriate techniques of data analysis will be employed based on the collected data.

## Some of the proposed indicators to be included in the review

* HSEDC structure
* Pre-service training status according to national and international standards (public and private)
* Clinical site functionality status (integration of academic to service)
* Post training implementation in the workplace
* IST trainings with priority disease burdens (HIV, TB and Malaria)
* Utilization of IST centers by RHB
* Institutionalization of IST centers
* Gender responsiveness
* HRM activities (HR planning, policy, productivity, attrition /retention), motivation etc.
* Workforce deployment as per the standard
* Workforce productivity (effectiveness) in some selected disciplines
* Satisfaction

# Process of MTR

To facilitate for monitoring and evaluation purpose , we categorize MTR activities as follow:

1. **Pre-MTR**; hiring of independent consultants
2. **Preparation**; Submission of inception report by MTR consultants and getting approval
3. **Implementation**; initial MTR findings with key stakeholders
4. **Post-Mission**; review and finalization of the MTR report

# Deliverables

* + Inception report
  + Debriefing and report (in word and power point ) at federal and regional level
  + Draft HRH mid-term review
  + Finalized HRH strategy mid-term review document

# 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 60%, and combined with the price offer which will be weighted a maximum of 40%. For detail technical criteria correlate weight, please see annex II of the ToR

In the Second Stage, the price proposal of all the bidders, who have attained minimum 60% score in the technical evaluation, will be compared. The contract will be awarded to the organization offering the highest score using a cumulative analysis.

# Professional mix of consulting firm

The consultancy firm should have a composition of the following minimum educational background and working experience of professional mix.

**Public Health and Social science Specialist (PhD, MPH, MSC**) **Degree of Expertise, Qualifications, Experience and knowledge required Expected**

Participating in the call for consultancy is required to have as a team to undertake the survey:

The Firm/Institution

1. has to have a minimum of three years of experience in carrying out similar job for other national/international agencies
2. Experience in the fields of Health Sector 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. should make available the CVs of their employees
6. must provide 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 Public health, or related Social Sciences
* A minimum of 2-3 years of practical work experience in the fields of health sector and experience with managing large scale surveys.
* Good analytical skills and report writing experiences to international and national organizations
* Strong team oriented organization.
* 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 local Language (Amharic)

**Roles and Responsibilities**

|  |  |
| --- | --- |
| **Responsible bodies** | **Roles and Responsibility** |
| Ministry of Health | Facilitating the revision of the strategy   * Writing official letter to funding partner * Initiate terms of reference |
| Consulting Firm | * Prepare technical proposal including data collection tools * Prepare appropriate professionals * Prepare inception report * Conduct MTR using appropriate methodology: data collection and data Analysis * Report the progress and have regular scheduled meetings with the task force * Timely delivery all outputs * Submit all the deliverables including draft reports, final report and other products to UNFPA. |
| UNFPA | * Funding the already planned amount of budget * TOR approval and provision of feedback on the reports. * Provide oversight of the work which will include technical, managerial and regularly follow the implementation of the program |
| Steering committee | * Oversee the overall process and provide guidance on HRH SP MTR. |
| Task force | * Provide technical support * Follow the overall status of HRH SP MTR and report the status to steering committee and other responsible bodies through their representatives. |

1. **Timeline**

The institutional contract will start as soon as the procurement is finalized and will be expected to end within **12 weeks**

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 CO programme staff and management as well as technical experts of MoH and other stakeholders, 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.

The consulting firm can suggest how they have planned to ensure the quality assurances of the survey starting from the inception to the last deliverable of the work including the technique / mechanism proposed to be in place to assure quality.

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 of the month where the financial offer was signed (where applicable), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder. The firm will sign contractual agreement with UNFPA and UNFPA will cover the expenses.

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) and certified by the respective designated personnel. | UNFPA Authorized Personnel | 30% |
| 2nd Installment | Upon submission of first Draft HRH mid-term review and certified by the respective designated personnel | UNFPA Authorized Personnel | 40% |
| 3rd Installment | Upon submission of the acceptable final version HRH strategy mid-term review document in hard and soft copy), and certified by the respective designated personnel | UNFPA Authorized Personnel | 30% |
| Total | | | 100% |

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. 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 UNFPA transport.
  + covers all its expenses (transport, per-diem/DSA, hiring and training of enumerators, and other related costs in data collection )

1. **Intellectual Property Rights**

All intellectual property rights in the work to be performed under this agreement shall be vested in UNFPA and MoH , including without limitations, the right to use, publish, translate, sell or distribute, privately or publicly, any item or part thereof. UNFPA and MoH will grants up on request 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 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 UNFPA and MoH noting in the acknowledgements sections institutions and persons who have made major contributions to their authorship. Further analysis of data collected in the baseline survey will first appear as (enter name of reports UNFPA will issue). Consultants will provide UNFPA with raw data, corrected/verified data once cleaned and programming files that permit replication of results from core baseline survey reports.

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

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1. <http://www.timeanddate.com/worldclock/city.html?n=69> [↑](#footnote-ref-1)