



United Nations Population Fund  
 Addis Ababa, Ethiopia  
 Menelik II Avenue, UNECA Congo  
 Bldg. 1st Floor, Ethiopia,  
 Telephone: 251115444072  
 Website: <http://www.unfpa.org>

17<sup>th</sup> September, 2018

**REQUEST FOR PROPOSAL (RFP)**  
**RFP Number UNFPA/ETH/RFP/2018/003**  
 For the establishment of a:  
**CONTRACT FOR PROFESSIONAL SERVICES**

In regards to:

**Provision of Consultancy Services for a Baseline Survey for UNFPA Ethiopia, 8th Country Program on Preventing and Responding To Sexual and Gender Based Violence, Including Harmful Traditional Practices, and Rehabilitation of Survivors for their Enjoyments of their Fundamental Human Rights 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 a Baseline Survey for UNFPA Ethiopia, 8th Country Program on Preventing and Responding to Sexual and Gender Based Violence, Including Harmful Traditional Practices, and Rehabilitation of Survivors for their Enjoyments of their Fundamental Human Rights 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

3. 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.
4. 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 **16<sup>th</sup> October, 2018, at 11:30 AM Addis Ababa time<sup>1</sup>:**

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**

5. Bids received after the stipulated date and time will be rejected.
6. 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 **11<sup>th</sup> October ,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.
7. 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.

8. UNFPA posts all Bids notices, clarifications and results in the United Nations Global Marketplace; hence, we strongly encourage Bidders to register on [UNGM](http://www.ungm.org). 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.

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

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<sup>1</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ermias Wosenyeleh', is written over a horizontal line.

*Ermias Wosenyeleh,  
Procurement Associate  
Ethiopian CO  
UNFPA*

Process reviewed and approved by:

A handwritten signature in blue ink, appearing to read 'Paul Makwinja', is written over a horizontal line.

*Paul Makwinja ,  
[International Operations Manager  
Ethiopian CO  
UNFPA*





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## SECTION I: INSTRUCTIONS TO BIDDERS

### A. INTRODUCTION

#### 1. General

- 1.1. UNFPA's Ethiopian Country Office wishes to establish a contract for professional services with a qualified supplier for the provision of **Provision of Consultancy Services for a Baseline Survey for UNFPA Ethiopia, 8th Country Program on Preventing and Responding To Sexual and Gender Based Violence, Including Harmful Traditional Practices, and Rehabilitation of Survivors for their Enjoyments of their Fundamental Human Rights in Ethiopia** in support of UNFPA's *Programs* located in *Ethiopia*
- 1.2. As a result of this competitive Bid process, UNFPA plans to sign a Contract for Professional Services with a single supplier.
- 1.3. In the event of UNFPA signing a contract the following shall apply:
  - 1.3.1. 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 ;
  - 1.3.2. The contract template specified in SECTION VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES, shall be used.

#### 2. Eligible Bidders

- 2.1. This Bidding process is open to all legally-constituted companies that can provide the requested *services* on **Provision of Consultancy Services for a Baseline Survey for UNFPA Ethiopia, 8th Country Program on Preventing and Responding To Sexual and Gender Based Violence, including Harmful Traditional Practices, and Rehabilitation of Survivors for their Enjoyments of their Fundamental Human Rights in Ethiopia** and have legal capacity to perform - *the consultancy services* indicated in the country, or through an authorized representative.
- 2.2. Bidders and all parties constituting the Bidder may hold any nationality.
- 2.3. 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:
  - 2.3.1. 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.
  - 2.3.2. Submit more than one Bid in this Bidding process, except for alternative Bids permitted under instructions to Bidders clause clause **Error! Reference source not found..** However, this does not limit the participation of subcontractors in more than one Bid.
  - 2.3.3. 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.
  - 2.3.4. The following information must be disclosed in the Bid:



- 2.3.4.1. 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
      - 2.3.4.2. Any other situation that could potentially lead to actual or perceived conflict of interest, collusion, or unfair competition practices.
      - 2.3.4.3. Failure to disclose the information above may result in rejection or disqualification of the Bid or of the award resulting of the Bid process.
    - 2.4. 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:
      - 2.4.1. Listed as suspended or removed by the United Nations Procurement Division (UNPD);
      - 2.4.2. Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on [United Nations Global Marketplace \(UNGM\)](#) as a result of having committed fraudulent activities;
      - 2.4.3. Included on the [UN 1267 list](#) 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;
      - 2.4.4. Debarred by the World Bank Group in accordance with the [WB Listing of Ineligible Firms & Individuals](#) and the [WB Corporate Procurement Listing of Non-Responsible Vendors](#).
    - 2.5. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).
    - 2.6. 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
    - 2.7. Bids may be submitted by a Joint Venture (JV). In the case of a JV:
      - 2.7.1. The completed Joint Venture Partner Information Form, SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM, must be included with the Bid; and
      - 2.7.2. All parties to the JV shall be jointly and severally liable; and
      - 2.7.3. 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.
3. **Cost of Bid**
  - 3.1. 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.
4. **Fraud and Corruption**
  - 4.1. UNFPA's Policy regarding fraud and corruption is available by clicking on [Fraud Policy](#) and applies fully to this Bid. Submission of any Bid implies that the Bidder is aware of this Policy.
  - 4.2. 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.
- 4.3. UNFPA requires that Bidders, suppliers, and contractors and their subcontractors observe the highest standards of ethics during the procurement and execution of UNFPA contracts.
  - 4.4. Pursuant to this Policy, UNFPA defines the terms set forth as follows:
    - 4.4.1. “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
    - 4.4.2. “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;
    - 4.4.3. “Collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
    - 4.4.4. “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;
    - 4.4.5. “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.
    - 4.4.6. “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
  - 4.5. 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;
  - 4.6. 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.
  - 4.7. 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.
  - 4.8. 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.
  - 4.9. A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#)





**5. Zero Tolerance**

5.1. 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](#).

**6. Disclaimer**

6.1. 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).

**B. SOLICITATION DOCUMENTS**

**7. UNFPA Bidding document**

7.1. This RFP document is posted on [United Nations Global Marketplace \(UNGM\)](#).

7.2. 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

7.3. 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.

7.4. 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.

7.5. 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.



## 8. Clarifications of bidding document

8.1. 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](mailto: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 11<sup>th</sup> October, 2018 at 4:00 PM Addis Ababa Time<sup>2</sup>.

8.2. 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))

8.3. 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.

## 9. Amendments to Bidding documents

9.1. 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.

9.2. 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.

9.3. To give prospective Bidders reasonable time to take the amendments into account, UNFPA may, at its discretion, extend the Bid submission deadline.

## C. PREPARATION OF BIDS

### 10. Language of the Bid

10.1. Bid documents and all related correspondence will be written in English.

10.2. 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.

### 11. Bid currency and prices

11.1. All prices shall be in US dollars (USD) or any other convertible currency.

11.2. 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.

<sup>2</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>



**12. Conversion to single currency**

12.1. 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 \(UNORE\)](#) on the last day for submission of Bids.

**13. Most favored pricing**

13.1. By submitting a Bid, the Bidder certifies that the same services on **Provision of Consultancy Services for a Baseline Survey for UNFPA Ethiopia, 8th Country Program on Preventing and Responding To Sexual and Gender Based Violence, Including Harmful Traditional Practices, and Rehabilitation of Survivors for their Enjoyments of their Fundamental Human Rights 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.

**14. Validity of Bids**

14.1. 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.

**D. SUBMISSION OF BIDS**

**15. Documents establishing eligibility and conformity to Bid documents**

15.1. 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 Financial Bid, to be completed and returned in hard copies or in electronic format depending on the submission approach selected.

15.2. 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 )

**16. Technical Bid**

**16.1.**

16.1.1. Completed and signed Bid Submission Form; **Error! Reference source not found.**, in PDF format. Note: if the bid submission form is not submitted or not signed, and provided the bidder has not indicated they do not accept any of the conditions required in this form, UNFPA shall consider that the bidder has accepted all such conditions. For the sake of good order, at the time of bid evaluation UNFPA will request the bidder to provide the signed Bid Submission Form.

16.1.2. Completed Bidder Identification Form; SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM in PDF format.

16.1.3. Completed Bidder's Previous Experience; SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE in PDF format.



- 16.1.4. 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
- 16.1.5. Supporting documents/information per the Supplier Qualification Requirements;
- 16.1.6.
- 16.1.7.
- 16.1.8.
- 16.1.9.
- 16.1.10.
- 16.1.11.
- 16.1.12.
- 16.1.13.
- 16.1.14.
  
- 16.1.15. SECTION V: SUPPLIER QUALIFICATION REQUIREMENT
- 16.1.16. Completed Joint Venture Partner Information Form; SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM in PDF format.
- 16.1.17. Copy of last three years of audited financial statements

## **17. Financial Bid**

- 17.1. 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.
- 17.2. Please consider the following information when completing the Price Schedule Form:
  - 17.2.1. 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.
  - 17.2.2. 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.
  - 17.2.3. 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.
  - 17.2.4. Submit this Financial Bid in a separate envelope from the rest of the Technical Bid.

## **18. Partial Bids**

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

## **19. Submission, sealing, and marking of Bids**

- 19.1. 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.



19.2. UNFPA provides alternative methods of Bid submission:

19.2.1. Hard copy Bids must be delivered personally, or by courier in accordance with the guidelines provided in clause 19.3

19.2.2. The above options is acceptable and only one method is required.

19.3. Submission of hard copy Bids

19.3.1. 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.

19.3.2. Marking of hard copy Bids

19.3.2.1. 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/2018/003, Company Name**  
Attention: *Paul Makwinja*  
**TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL**  
**DO NOT OPEN BEFORE: 16 October, 2018 at 11:30 AM Addis Ababa Time**

19.3.2.2. 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.

19.3.2.3. 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/2018/003, Company Name**  
Attention: *[Name of the Procurement Official]*  
**TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL**  
  
Submission 1 of 2: **UNFPA/ETH/RFP/2018/003 [Company name]**, Technical Bid  
Submission 2 of 2: **UNFPA/ETH/RFP/2018/003 [Company name]**, Financial Bid

20. Deadline for submission of Bid and late Bids

20.1. 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.

20.2. 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.

## **21. Modification and withdrawal of Bids**

- 21.1. 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.
- 21.2. Bidders may modify, substitute or withdraw their Bid after submission, provided that written notice is received by UNFPA prior to the submission deadline.
- 21.3. 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.
- 21.4. 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.

## **22. Storage of Bids**

- 22.1. 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.

## **E. BID OPENING AND EVALUATION**

### **23. Bid opening**

- 23.1. UNFPA will conduct an internal Bid opening on **16 October, 2018**, at 11:45 AM and Addis Ababa<sup>3</sup> at the office of UNFPA Country Office, UNECA Compound, Congo Bldg.
- 23.2. 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.
- 23.3. 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.
- 23.4. 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.
- 23.5. 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.

### **24. Clarification of Bids**

- 24.1. 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.

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<sup>3</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>



Clarification of Bids may be provided only in response to UNFPA request for clarification or request for additional information.

**25. Preliminary examination of Bids**

25.1. 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.

25.2. The procurement official will determine the substantial responsiveness of each Bid to the RFP during the preliminary examination.

25.3. 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:

25.3.1. Affects in any substantial way the scope, quality, or services specified; or

25.3.2. Limits in any substantial way, inconsistent with the Bidding documents, UNFPA's rights or the Bidder's obligations under the contract; or

25.3.3. If rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.

25.4. UNFPA considers material deviations to include, but not be limited to the following:

25.4.1. During preliminary examination of Bids

25.4.1.1. 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;

25.4.1.2. 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;

25.4.1.3. 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.

25.4.1.4. Non-eligibility of the Bidder;

25.4.1.5. Financial information is included in the Technical Bid.

25.4.2. During technical evaluation of Bids and qualification of Bidders:

25.4.2.1. Bids do not reach the minimum threshold on technical score.

25.4.2.2. The Bidder does not meet the minimum conditions for qualification.

25.4.3. During Financial evaluation of Bids:

25.4.3.1. The Bidder does not accept the required price correction in accordance to Section I: Instructions to Bidders, clause 26.1.3

25.4.3.2. Required price components are missing;

25.4.3.3. The Bidder offers less quantity than what is required

25.5. 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.



## **26. Non-conformities, errors, and omissions**

### **26.1. Provided that a Bid is substantially responsive:**

26.1.1. UNFPA may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.

26.1.2. 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.

### **26.1.3. UNFPA shall correct arithmetical errors on the following basis:**

26.1.3.1. 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;

26.1.3.2. 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.

## **27. Evaluation of Bids**

27.1. 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.

27.2. 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.

27.3. 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.

27.4. 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.

27.5. 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.

## **28. Technical evaluation**

28.1. 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**



<b>Summary of Technical Proposal Evaluation Forms</b>		<b>Points Obtainable</b>		
1	Expertise of Firm / Organization	200		
2	Proposed Methodology, Approach and Implementation Plan	400		
3	Management Structure and Key Personnel	400		
	<b>TOTAL</b>	<b>1000</b>		
	Score out 100%			
<b>Technical Proposal Evaluation (FORM I)</b>				
<b>Expertise of the Firm / Organization</b>		<b>Points Obtainable</b>		
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			
	<b>SUB TOTAL</b>	<b>200</b>		
<b>Technical Proposal Evaluation (FORM II)</b>				
<b>Proposed Methodology, Approach and Implementation Plan</b>				
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		

	<b>SUB TOTAL</b>	400		
<b>Technical Proposal Evaluation (FORM III)</b>				
<b>Management Structure and Key Personnel</b>				
3.1	<b>Task Manager / Team Leader</b>			
	General Qualification			
	Suitability for the Project			
	Knowledge on national policies and strategies on gender development and SGBV;	40		
	Knowledge of Harmful Traditional Practices and prior experiences on this;	40		
	Experience in advanced statistical techniques for trend analysis, multivariate methods, decomposition methods and multi-level analysis, among others;	40		
	Knowledge of carrying out Research, specifically, baseline survey on Gender and peripheral areas.	40		
	Ability to write clearly and concisely in English	40		
3.2	<b>Senior Expert /Lead Consultant</b>			
	General Qualification			
	Suitability for the Project			
	Knowledge on national policies and strategies on gender development and SGBV;	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 gender	40		
	Knowledge of context of gender development and most at risk adolescent and youth in particular	40		
	Ability to write clearly and concisely in English	40		
	<b>SUB TOTAL</b>	<b>400</b>		
	<b>Aggregate</b>	<b>1000</b>		
	<b>Score out of 100%</b>			

## 28.2. Scoring Scale System

28.2.1. 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

**29. Supplier qualification requirements**

29.1. 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		

29.2. 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.

29.3. 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.

**30. Financial evaluation**

30.1. The Financial Bid will only be evaluated if the Technical Bid achieves the minimum score as indicated in clause 27.2 and 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.

30.2. 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:

$$\text{Financial Score} = \frac{\text{Lowest Bid (\$)}}{\text{Bid being Scored (\$)}} \times 100 \text{ (Maximum Score)}$$

### 31. Total score

31.1. 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.

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

## F. AWARD OF CONTRACT AND FINAL CONSIDERATIONS

### 32. Award of Contract

32.1. 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.

32.2. 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.

### 33. Rejection of Bids and annulments

33.1. 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.

33.2. 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.

33.3. Bidders waive all rights to appeal against the decision made by UNFPA.

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

34.1. 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.

34.2. 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.

34.2.1. 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.

34.2.2. 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.



### **35. Signing of the Contract**

35.1. 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.

35.2. UNFPA reserves the right to discontinue the contract if the supplier's performance is not satisfactory to UNFPA.

### **36. Publication of Contract Award**

36.1. 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 not 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.

### **37. Payment Provisions**

37.1. 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.

### **38. Bid protest**

38.1. 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).

### **39. Documents establishing sustainability efforts of the Bidder**

39.1. 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 REFERENCES (TOR) FOR CONDUCTING A BASELINE SURVEY FOR UNFPA ETHIOPIA, 8TH COUNTRY PROGRAM ON PREVENTING AND RESPONDING TO SEXUAL AND GENDER BASED VIOLENCE, INCLUDING HARMFUL TRADITIONAL PRACTICES, AND REHABILITATION OF SURVIVORS FOR THEIR ENJOYMENTS OF THEIR FUNDAMENTAL HUMAN RIGHTS IN ETHIOPIA**

#### **1. Background**

UNFPA has been supporting different Civil Society Organisations (CSO) and the Government of Ethiopia in its core thematic areas of work: Reproductive Health, Adolescent and youth, Population and Development, Gender Equality and Empowerment of Women. The Agency has been working towards addressing the national priorities in line with the Sustainable Development Goals (SDGs), the ICPD Programme of Action, the United Nations Development Assistance Framework (UNDAF), the Poverty Reduction Strategy and the National Development Plan known as Growth and Transformation Plan (GTPII). Currently the office wants to undertake a large intervention on Preventing and Responding to Sexual and Gender Based Violence (SGBV) including Harmful Traditional Practices (HTPs) and Rehabilitation of survivors for the enjoyment of their fundamental Human Rights programme in Ethiopia. The overall goal of the programme is to contribute to the improvement of the quality of life of the people in the targeted community.

The proposed programme has been formulated based on the 8th UNFPA Country Programme (2016-2020). Output 5 of the UNFPA Country Programme (CP): "Individuals, Communities and institutions have enhanced capacity to promote and protect the rights of women and girls, and provide services to survivors of harmful traditional practices and gender-based violence," is fully dedicated to the proposed programme. The output is derived from the UNDAF Action Plan (2016-2020) which is the UN Strategic Framework to support the national priorities as articulated in the Growth and Transformation Plan (GTPII, 2015-2020) of Ethiopia as well as the Programme of Action of the International Conference on Population and Development (ICPD), and the Sustainable Development Goals (SDGs).

SGBV continues to be an alarming reality in Ethiopia. It constitutes one of the most widespread human rights abuses and public health problems in the world today, with devastating long term consequences for victims' physical and mental health. Simultaneously, its broader social effects compromise the social development of children in the household, the unity of the family, the social fabric of affected communities, as well as the wellbeing of the society as a whole. It ranges from acts of violence in the form of physical, psychological, or sexual violence against a person specifically because of her or his gender. However, the magnitude of its forms is not properly known as there is no supporting precise data and adequate reporting mechanisms on this.

In line with UNFPA country programme of the Gender Component, several activities will be undertaken to ensure increased capacity of government and civil society organizations for prevention of gender-based violence, management and care of survivors and the promotion of women and girls rights.

## 2 Purpose

The purpose of undertaking this baseline survey is to assess the level of the current practices and attitudes towards Preventing and Responding to Sexual and Gender Based Violence and Rehabilitation of Survivors for the enjoyment of their fundamental Human Rights in Ethiopia. Hence, the study is intended to obtain a reliable and relevant data on the prevalence and forms of gender based violence in selected districts. Data Collection and analysis for Preventing and Responding to SGBV including Harmful Traditional Practices (HTPs) is the center of interest. Information obtained from the study will be used to inform programmatic interventions of the 8th Country programme and beyond.

## 3. Specific Objectives

The specific objectives of the baseline study are to:

- Assess the Knowledge Attitude and Practice (KAP) of the target community on SGBV
- Identify the key drivers and in-depth understanding of underlying socio-cultural factors of SGBV, Harmful Traditional Practices (HTPs) and Sexual and Reproductive Health and Rights (SRHR)
- Assess availability of tailored services and/or responsiveness of the existing ones
- Examine the degree of political will and existing capacity of responsible institutions to respond to SGBV
- Assess the documentation and tracking practice of key actors
- Assess opportunities for coordination and synergy among different stakeholders
- Undertake a general assessment of levels of social acceptance and cultural tolerance towards SGBV based on the qualitative survey and available data
- Identify the extent of different types of violence which are occurring or have occurred within the specific districts or implementing woredas ( see Annex 1);
- Provide a comprehensive account of the nature and the extent to which the phenomenon of SGBV occurs in selected areas/woredas and examine its causes and perpetrators.
- Identify groups which are uniquely vulnerable;
- Conduct a small qualitative survey of SGBV to identify broad trends in attitudes towards SGBV
- Know the level of attitude of the legal bodies to receiving reports of SGBV
- Gauge Community relations with groups/NGOs working on SGBV
- Identify the health needs which arise as a result of SGBV;
- Identify Availability of prevention mechanism to prevent SGBV
- Review medical and death records indicating levels of SGBV and reporting of SGBV
- Identify the individual and community strengths and resources that exist to prevent and to respond to violence;
- Identify intervention strategies for prevention and treatment based on these community strengths and resources.

## 4. Scope and Coverage of the Baseline

The Baseline survey will be carried out in sampled Woredas of Amhara, Oromia, Tigray, SNNPR, Gambella, Benishangul-gumuz, Afar, Somali and Harari Regions and Addis Ababa and Dire Dawa City

Administrations. The findings will be consolidated to establish a regional understanding of the the current practices and attitudes towards Preventing and Responding to Sexual and Gender Based Violence and Rehabilitation of Survivors in accordance to the Human Rights in Ethiopia. The baseline will determine benchmarks for target setting within each specific objective, as per the indicators to be agreed upon.

#### **5. Methodology**

The consulting firm should collect data using both quantitative and qualitative methods of data collection and propose the appropriate technique to be utilized in using the methods. This includes focus group discussions, identification of sampling frame and selection of samples to be employed.

The firm conducting the study must formulate comprehensive data collection tools including questionnaires and interview guides that will bring out the key issues on SGBV and its forms in the area under consideration.

#### **6. Duration of assignment**

The survey should start as soon as the contract is signed and final report should be submitted to UNFPA Gender and Human Rights Unit with in seventy five (75) consecutive days from the date of the contract. Hence, the consulting firm must indicate the time line of tasks to be undertaken in order to accomplish the assignment on time. This includes the desk review and submission of inception report that outlines the detailed methodological approach, data collection methods and tools and detailed work plan for undertaking the field survey, submission of draft baseline report on findings, etc.

#### **7. Expected Deliverables**

The consulting firm conducting the baseline study will take the overall responsibility for the technical quality of the study. Specifically it will:

1. Produce an inception report, outlining the methodological approach, data collection methods and tools, detailed work plan for approval within one week of commencing the assignment;
2. Draft the baseline survey report, prepared in English and submit to UNFPA CO for comments and feedback;
3. Submit final baseline survey report, both in softcopy (word document) and hardcopy, to UNFPA CO within two weeks after receiving comments and feedback on the draft baseline survey report;
4. Make presentation on the findings of the baseline survey first to the UNFPA task team, and second, after incorporation of comments given by the group, in the workshop organized for concerned stakeholders;
5. Submit a soft copy of data collected in SPSS/STATA format; and
6. Submit an audio record and transcript of all qualitative data collected during Focus Group Discussion ; and
7. Submit a Two page summary of the baseline report on findings to serve as a brochure.



## **8. Management of the Baseline Study**

The baseline study will be conducted under the overall supervision of UNFPA-Ethiopia office. A Task team will be set up to review the baseline study instruments and questionnaires designed by the consulting firm conducting the study with the goal to provide quality assurance to the entire process.

Specific tasks will include:

- Selection of the consulting firm to conduct the study;
- Reviewing and approving the proposal of the consulting firm;
- Reviewing the inception report;
- Agreeing on the proposed study methodology and baseline study tools;
- Monitoring and reviewing progress on the study;
- Reviewing the draft survey report; and
- Approving the final baseline study report.

The firm shall report on the progress and have regular scheduled meetings with the Gender and Human Rights Unit of UNFPA. The consultancy firm meets Bi weekly with the supervisor and the technical support staff (Specialists) and reports the status. Moreover, the task team of UNFPA oversees the quality of the study. The firm will submit all the deliverables including draft reports, final report and other products to UNFPA.

## **9. Evaluation and comparison of proposals**

A two-stage procedure will be utilized in evaluating the proposals. Where the technical proposal will be submitted separately from the financial proposal. The respective price proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposals. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR) and evaluation grid prepared for the evaluation. ( Technical proposals of bidders will be weighted with a maximum of 70%, and combined with the price offer which will be weighted with a maximum of 30%. )

In the Second Stage, the price proposal of all the bidders, who have attained minimum 70% score in the technical evaluation, will be compared. The contract will be awarded to the organization/s offering the highest score using a cumulative analysis.

## **10. Degree of Expertise and Qualifications; Experience and knowledge required**

The consultancy firm should have a composition of the following minimum educational background and working experience of professional mix. Participating in the call for consultancy is required to have as a team to undertake the survey:

Expected Background and Experience

The Firm/Institution

- a) Has to have a minimum of four years of experience in carrying out similar job for other national/international agencies.
- b) Experience in the fields of gender development and sexual gender based violence, and related experiences on Gender ,



- c) Has to have competent team members including a team leader with a mix of expertise.
- d) Experience & credibility of the consultancy firm of carrying out a similar job for other national/international agencies will be an advantage.
- e) Must be highly experienced with preparing and managing assessment, preferably in the Ethiopian context.
- f) Must have proven psycho-social experience in working with most at risk sexual gender based violence.
- g) Should make available the CVs of their team members for the captioned consultancy services;

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

1. The Team leader and Members, need to be specialists with a Master's degree in social science preferably in Gender studies, anthropology, ethnography or sociology who have a reasonable previous experience in field research dealing with socio cultural studies preferably on HTPs.
2. Statisticians (BSC and above) with knowledge of statistics software for designing the sampling frame, data entry and tabulation Enumerators should have at least a two years of experience on data collection or statistics (numbers to be determined on the basis of agreed sample size) Project manager with a Master's degree in management or other social science fields and 8 years of experience.
3. The consultancy firm should make available the CVs of its team members, in order for us to determine their professional competency such as academic qualification, research experience in the area of social science particularly in the area of Harmful Traditional Practices.
4. Proven experience conducting primary research on development issues, including gender and development and SGBV.

## **11. Intellectual Property**

All intellectual property rights in the work to be performed under this agreement shall be vested in UNFPA Ethiopia including without limitations, the right to use, publish, translate, and distribute, privately or publicly, any part thereof.

Therefore, the consulting firm shall not be entitled either directly or indirectly to make use of such documents for other purposes without prior written consent of UNFPA.

## **12. 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 the approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultancy firm shall receive its 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	40%
3rd Installment	Upon submission of the of final report, presentation on the findings of the baseline survey first to the UNFPA task team, final acceptable final version of the final report in hard and soft copy, soft copy of the primary data analyzed and used in the report, audio record and transcript, two page summary to be used as a brochure.	UNFPA Authorized Personnel	30%
Total			100%

### 13. 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:

- a. A technical proposal including conceptual framework, methodology/ies with justification, sampling frame design and size, detailed schedule, etc.
- b. CVs of the Consultants expected to undertake the work, including a list of consultancies/contracts carried out satisfactorily and their credentials,
- c. The consulting firm has the responsibility to maintain the team composition of those experts/ individuals, where their CV have been attached along with the technical proposals.
- d. A forwarding letter addressed to UNFPA, confirming the capacity to deliver the consultancy work, following the specified timeframes,
- e. Proposed methodology of the study;
- f. 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 )

#### **14. Time line:**

Seventy Five consecutive (75) days from date of signing of contract will be given for finalizing the consultancy service. Detailed timeline with corresponding deliverables to be provided as part of the inception report by the consulting firm.

#### **15. Quality Assurance**

In the assurance of quality, the consulting firm should clearly show, as to how it can able to ensure the quality of the research work that is planned to be commissioned and how it can able to use its team composition who will be 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 will actively participate and take responsibility in the review of inception report, supervision and close follow up during data collection time and draft analysis reports and forward their substantive/constructive comments to enrich the output.

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

**Selected Woredas**

REGIONS	SELECTED WOREDAS
Amhara (7 woredas and 1 service provision)	Tehuledere, Worebabo and Kombolca in S. Wollo; Basoliben, Aneded and Awabel and Gozamin in east Gojjam zone)  DESSE (SAFE HOUSE LOCATION)
Oromiya (8 woredas and 2 service provisions)	Haromay, Chinakson, Chiro, Gumbi-Bordeda, Guto-Gidda  Adama, Deddo and Shebe-Sombo  JMMA (SAFE HOUSE LOCATION) AND  NEKEMT REFERAL HOSPITAL (OSC)
Tigray (4 woredas and 1 service provision.	Kola Temben, Hintalo Wegerat, Raya Azebo and Saesiet saeda emba  MEKELE (SAFE HOUSE LOCATION)
SNNPR (5 woredas and 1 service provision)	Halaba, Danboya, Sodo zuria, Mareko and Sankura woreda  HAWASSA (SAFE HOUSE LOCATION)
Gambella (3 woredas)	Gambella zuria, Gog and Gambella Town
Benishangul Gumuz (4 woredas and 1 service provision)	Sherkole, Dangur, Dibate, Pawe  MANDURA (SAFE HOUSE LOCATION)
Afar (2 woredas and 1 service provision)	Awash and Ami Bara  MILE (MILLE HOSPITAL FOR SERVICE PROVISION OF OPENINING OF SCARS)
Somali (2 woredas)	Jigjiga and Babile
Addis Ababa (2 sub city)	Addis Ketema and Kirkose Sub City
Dire Dawa	Dired Dawa OSC
Harari	Harari town



## 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/PPP, 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.

<a href="#">De Minimis Contracts (Low value Contracts)</a>	For contract/PO values below USD 100,000, covering both goods and/or services	<a href="#">English</a>	<a href="#">French</a>	<a href="#">Spanish</a>
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## SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT

<b>CONTRACT RATES</b>	The rates charged for the services performed shall not be adjustable.
<b>GOODS AND SERVICES DEFINED</b>	<p>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.</p> <p>Services are to include design, installation and commissioning, training services, technical assistance and warranty services as required to supply in the contract.</p>
<b>KEY PERFORMANCE INDICATORS</b>	<p>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:</p> <p><b>Services:</b></p> <ul style="list-style-type: none"> <li>• Expected output achieved</li> <li>• Satisfactory level of quality and technical competence</li> <li>• Effective and timely communication and professionalism</li> </ul> <p><b>Goods and Services:</b></p> <ul style="list-style-type: none"> <li>• Timely delivery of goods and services based on client requirements</li> <li>• Satisfactory level of quality, technical competence, and management of post-delivery issues (if applicable)</li> <li>• Effective and timely communication and documents handling</li> <li>• Adherence to contractual agreement (Purchase Order, contract, LTA terms and conditions)</li> </ul> <p>Key performance indicators may be modified and/or added during the validity of this contract.</p>
<b>PAYMENT TERMS</b>	<p>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.</p> <p>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.</p>



	<p>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.</p>
<p><b>LIQUATED DAMAGES</b></p>	<p>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.</p>

## SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS

### 1. Legal and regulatory requirements

1.1. 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

2.1. 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)

2.2. 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](#) 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](#) and the [WB Corporate Procurement Listing of Non-Responsible Vendors](#).

### 4. Financial stability

4.1 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			
.....			

4.2 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.

4.3 Provide contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback regarding financial stability.

## **6. 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  
International Operations Manager

Date:  
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/2018/003

- 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:  
Post Title:

E-mail:  
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/2018/003 , hereby offers to provide the **Provision of Consultancy Services for a Baseline Survey for UNFPA Ethiopia, 8th Country Program on Preventing and Responding To Sexual and Gender Based Violence, Including Harmful Traditional Practices, and Rehabilitation of Survivors for their Enjoyments of their Fundamental Human Rights 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/2018/003**

<b>1. Organizational Information</b>	
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)	

<b>2. Quality Assurance Certification</b>	
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)	

<b>3. Expertise of Staff</b>	
Total number of staff	
Number of staff involved in similar contracts	



**4. 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 <sup>4</sup>	Client	Contact person, phone number, email address	Date of service		Contract Amount (Currency)	Satisfactory completion
				From	To		

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:	

<sup>4</sup> Please indicate relevant contracts to the one requested in the RFP.



## 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 <b>UNFPA/ETH/RFP/2018/003</b> 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 <b>UNFPA/ETH/RFP/2018/003</b> 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 <b>UNFPA/ETH/RFP/2018/003</b> 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
<b>1. Professional Fees</b>					
<i>Total Professional Fees</i>					\$\$
<b>2. Out-of-Pocket expenses</b>					
<i>Total Out of Pocket Expenses</i>					\$\$
<b>Total Contract Price</b> <i>(Professional Fees + Out of Pocket Expenses)</i>					\$\$

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/2018/003

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

1. Bidder's Legal Name: <i>[Insert Bidder's legal name]</i>
2. Joint Venture (JV) Party Legal Name: <i>[Insert JV's Party legal name]</i>
3. JV's party country of registration: <i>[Insert JV's Party country of registration]</i>
4. JV's party year of registration: <i>[Insert JV's Part year of registration]</i>
5. JV's party legal address in country of registration: <i>[Insert JV's Party legal address in country of registration]</i>
6. JV's party authorized representative information Name: <i>[Insert name of JV's Party authorized representative]</i> Address: <i>[Insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[Insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[Insert email address of JV's Party authorized representative]</i>
7. Attached are copies of original documents of: <i>[Check the box(es) of the attached original documents]</i>  <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Section I: Instructions to Bidders clause 2: Eligible Bidders.  <input type="checkbox"/> 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			





	<p>( ) We are unable to submit a competitive bid for the requested products/services at the moment.</p> <p>( ) We cannot meet the requested specifications.</p> <p>( ) The information provided for bidding purposes is insufficient and unclear</p> <p>( ) Your RFP document is too complicated</p> <p>( ) Insufficient time is allocated to prepare an adequate Bid.</p> <p>( ) We cannot meet the delivery requirements.</p> <p>( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):</p> <p>( ) Our current capacity is overbooked</p> <p>( ) We are closed during the holiday season</p> <p>( ) We had to give priority to other clients' requests</p> <p>( ) We do not sell directly, but through distributors</p> <p>( ) We have no after-sales service available in the recipient country</p> <p>( ) The person handling bid is away from the office</p> <p>( ) Other (please specify)</p> <p><input type="checkbox"/> YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP's.</p> <p><input type="checkbox"/> No, we are not interested in participating in future possible RFP's, please remove us from your vendor database.</p> <p><b>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:</b></p> <p>Name: _____ E-mail: _____  Post _____ Telephone _____  Title: _____</p> <p><b>SECTION VI – ANNEX B: BID SUBMISSION FORM &amp; Section I: Instructions to Bidders clause 2.4</b></p>		
<p>Have you provided a copy of any of your company's environmental or social policies, and any related</p>	<p>Section I: Instructions to Bidders, clause 39</p>		

documentation? If applicable and if any ?			
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		

<p>Have you provided sufficient documentation of your company's ability to undertake the services, i.e.,</p> <ul style="list-style-type: none"> <li>- List of similar contracts/LT As executed for other clients including contact details.</li> <li>- Evidence that the Bidder possesses experience in the geographical area.</li> <li>- At least three years of experience in performing similar contracts/Long Terms Agreements</li> </ul>	<p style="text-align: center;">SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE &amp;</p> <p style="text-align: center;">SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS</p>		
<p>Have you provided sufficient documentation of your company's managerial capability?</p> <ul style="list-style-type: none"> <li>- Details of company's managerial structure.</li> <li>- Quality assurance systems in place.</li> </ul>			
<p>Have you supplied clients' certificates in support of the satisfactory</p>	<p style="text-align: center;">SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE</p>		

<p>operation of the goods/services as specified above?</p>			
<p>Have you checked Section I: Instructions to Bidders, clauses, 16 &amp; 17 and provided all requested documentation in the correct formats?</p>	<p>Section I: Instructions to Bidders, clauses 16 &amp; 16.1</p>		



## SECTION VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES

