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17th 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.

Yours sincerely,

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

Ermias Wosenyeh,
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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- 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



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.



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.



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



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.

Summary of Technical Proposal Evaluation Forms		Points Obtainable		
1	Expertise of Firm / Organization	200		
2	Proposed Methodology, Approach and Implementation Plan	400		
3	Management Structure and Key Personnel	400		
	TOTAL	1000		
	Score out 100%			
Technical Proposal Evaluation (FORM I)				
Expertise of the Firm / Organization		Points Obtainable		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50		
1.2	General Organizational Capability which is likely to affect implementation	70		
	- Strength of the Project Management Support			
	- Age/Size of the firm			
	- Project management control			
1.3	Relevance of:	80		
	- Specialized Knowledge			
	- Experience on Similar Programme / Projects			
	- Experience in on Projects in the region: Work for UN/major Multilateral/or Bilateral programs			
	SUB TOTAL	200		
Technical Proposal Evaluation (FORM II)				
Proposed Methodology, Approach and Implementation Plan				
2.1	To what degree does the Proposer understand the task?	30		
2.2	Have the important aspects of the task been addressed in sufficient detail?	25		
2.3	Are the different components of the project adequately weighted relative to one another?	20		
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	55		
2.5	Is the conceptual framework adopted appropriate for the task?	65		
2.6	Is the scope of task well defined and does it correspond to the TOR?	120		
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	85		

Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements, but it is not technically compliant	[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



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. 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.

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). UNFPA encourages suppliers to consider joining the UN Global Compact and to look into other ways to help reduce their environmental impact now.



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



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 ,

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.



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 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.

<u>De Minimis Contracts (Low value Contracts)</u>	For contract/PO values below USD 100,000, covering both goods and/or services	<u>English</u>	<u>French</u>	<u>Spanish</u>
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	<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>LIQUATED DAMAGES</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>



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 – 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 C: BIDDER IDENTIFICATION FORM
UNFPA/ETH/RFP/2018/003

1. Organizational Information	
Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
Legal Representative: Name/Surname/Position	
Legal structure: natural person/Co. Ltd, NGO/institution/other (specify)	
Organizational Type: Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Production Capacity	
Subsidiaries (indicate names of subsidiaries and addresses, if relevant to the Bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

2. Quality Assurance Certification	
International Quality Management System (QMS)	
List of other ISO certificates or equivalent certificates	
Presence and characteristics of in-house quality control laboratory (if relevant to Bid)	

3. Expertise of Staff	
Total number of staff	
Number of staff involved in similar contracts	



SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE

Order No. & Date	Description ¹	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:	

¹ Please indicate relevant contracts to the one requested in the RFP.



SECTION VI – ANNEX H: BANK GUARANTEE FOR ADVANCE PAYMENT

No advance payment 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>YES, even though on this occasion we have</p> <p><input type="checkbox"/> 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>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:</p> <p>Name: _____ E-mail: _____ Post _____ Telephone _____ Title: _____</p> <p>SECTION VI – ANNEX B: BID SUBMISSION FORM & Section I: Instructions to Bidders clause 2.4</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>		

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



SECTION VII: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES