



Date: 05 July 2019

**Authorized by:  
UNFPA Representative**

**REQUEST FOR QUOTATION  
RFQ Nº UNFPA/LKA/RFQ/19/06**

Dear Sir/Madam,

UNFPA hereby solicits quotation for the following service:

**“Designing and Developing of Web Based Centralized Data Collection System related to SGBV National Action Plan and other key interventions addressing SGBV for Ministry of Women and Child Affairs & Dry Zone Development supported by UNFPA”**

UNFPA requires the provision of services in Designing, Developing and Establishing of Web Based Centralized Data Collection System related to SGBV National Action Plan for Ministry of Women and Child Affairs & Dry Zone Development supported by UNFPA

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

**I. About UNFPA**

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

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

**Terms of Reference (ToR)**

**Background and programme description**

Sexual and Gender Based Violence (SGBV) is a grave human rights violation and a public health issue prevalent in every society and community. It highlights the deep engrained gender inequalities in societies and has serious implications on the individual, their families and society. To address these issues, the Ministry of Women and Child Affairs & Dry Zone Development (MoWCA&DZD) and the United Nations Development Programme (UNDP) launched the National Action Plan in December 2016.

The National Action Plan, developed on the vision of creating “a violence free life for women and children” with Zero Tolerance for Sexual and Gender-based Violence in Sri Lanka, is significant as it was formulated using a multi-sectored approach with engagement from key ministries representing nine

sectors. The lead Ministries are as follows. Ministry of Disaster Management, the Ministry of National Policy and Economic Affairs, the Ministry of Education, the Ministry of Skills Development and Vocational Training, University Grants Commission, Ministry of Labour and Trade Union Relations, Ministry of Plantation Industries, Department of Divineguma, the Ministry of Foreign Employment, the Ministry of Health, Nutrition and Indigenous Medicine, the Ministry of Justice, the Ministry of Parliamentary Affairs and Mass Media, Ministry of Law and Order, Sri Lanka Police and the Ministry of Women and Child Affairs & Dry Zone Development

The Ministry of Women and Child Affairs & Dry Zone Development, other Ministries and civil society organizations are implementing the key activities as mentioned in the NAP from 2017. The Monitoring and Evaluation system/mechanism followed by the Ministries mentioned above are mostly manual or by using basic computer applications like excel sheets. Data collection and monitoring will be strengthened by adoption of web based centralized data collection system to manage all data collected during routine program implementation and monitoring. This approach will enable MoWCA& DZD to manage process monitoring and impact measurement data, thus enabling the Ministry M&E function to track real-time and significant information on program performance.

The NAP is premise on tracking the activities, outputs and outcomes of the various key activities. This has being done by collecting and analyzing data on all the activities, outputs and outcomes

UNFPA has supported the Ministry in collecting data against the outcome and output indicators through a handbook developed with a collection of data collection tools. This will support the staff of MoWCA&DZD to identify the change created due to the implementation of activities from NAP. Moreover, it will support them in reporting in line with international obligations ratified by the state. Further, MoWCA& DZD plays an important role in coordinating with other ministries and civil society organizations to monitor the activities conducted to address SGBV.

As such considering the important role of the MoWCA & DZD holds, UNFPA aims to assist technically the ministry to develop the centralized web based database system to record and revitalize all the data and information of the activities conducted to address SGBV within the NAP and in line with international obligations.

## **Key objectives of the design and development of an M&E system**

UNFPA seeks to engage with prospective consulting companies to develop and design the system. Specific tasks for the consulting agency will be:

To design, develop, establish and supervise web based centralized database system for MoWCA& DZD as a part of SGBV National Action Plan monitoring process. This has to be link with all relevant ministries and institutions.

### **Specific Objectives:**

1. To design, develop and establish a centralized data collection system related to SGBV National Action Plan and other key interventions addressing SGBV at MoWCA &DZD
2. To train relevant MoWCA& DZD staff and focal points of other ministries and institutions to operate database, enter data from all sources and to generate reports accordingly
3. To prepare user manuals/guidelines to guide to use the system by all users
4. To provide continuous support, maintenance, and upgrade the database for a one-year period from the day the database is finally deployed

### **Scope of work**

Selected institute shall be responsible for analyzing the requirements, designing, developing and supporting implementation of central web based database system.

1. Carryout broad discussion with MoWCA& DZD and M&E Consultant UNFPA in the process of designing, developing and installation of central web based database.
2. Specifically required software, hardware, networking architecture and other infrastructure to support the central web based database.
3. Follow the already developed standardized data collection format, review and adopt accordingly.
4. Plan and design the central web based database with set access levels for identified entities
5. Develop fully functional online-centralized web based data collecting system.
6. Conduct security system circuit with certification before handing over to the MOWCA& DZD.
7. Provide operational and technical training for the users of the database
8. Prepare user manuals/guidelines in all three languages (English/Sinhala and Tamil)

### **Target Audience**

Ministry of Women and Child Affairs and Dry Zone Development  
Focal Points of the nine ministries mentioned in the SGBV NAP  
District and Divisional WDO/ Relevant Staff  
Civil Society Organizations who are working with SGBV

### **Purpose**

The purpose of developing centralized web based data collecting system in the Ministry of Women and Child Affairs and Dry Zone Development will support to:

- manage all data collected during routine program implementation and monitoring ensuring the integrity of data and communications
- support data quality control and analysis
- manage process monitoring and measure the impact related to the intervention made
- real-time and significant information on program performance
- support the Ministry in reporting in line with international obligations ratified by the state
- manage a secure database ensuring the integrity of data and communications
- support data quality control and analysis
- be easily adaptable in terms of calculation algorithms and user language

### **Deliverables**

To produce centralized web based data collection system in the Ministry, the consultancy firm should deliver following deliverables

- Inception Report including work schedule
- Data Collecting System Development according to the requirement and specification
- Developing the operational guidelines
- Conduct two-day training for the all relevant ministry officials on operation of data collecting System
- Testing the developed data collection system and providing testing report
- Deploying the final data collection system
- Periodic Process report according to the work schedule
- To provide continuous support and maintenance and upgrade the database for one year of time after final deployment of data collection system
- Completion Report

### **Indicative time - frames for the development of web based centralized data collection system**

The works under these Terms of Reference expected to be fully accomplish by 31<sup>st</sup> January 2021 (tentative date and depending on the contract signature date).

Vendor proposals should provide a substantiated and realistic timeline for the entire assignment.

**Provisional project phases:**

1. Tendering and contracting: July –August 2019
2. Web based data collection system development: October 2019
3. Web based data collection system real-life piloting and fine-tuning: December 2019
4. Web based data collection system final deployment: January 2020
5. To provide continuous support and maintenance and upgrade the database for a one year's period :  
January 2021

#	Deliverables	Payment terms and time frame
1	Inception Report including work schedule	20% of the contract fee, upon submission and approval by UNFPA, August 2019
2	Web Based Centralized Data Collection System Development according to the requirement and specification  Developing the operational guidelines	30% of the contract fee, upon submission and approval by UNFPA, October 2019
3	Conduct two-day training for the all relevant ministry officials on operation of data collecting system  Testing the developed data collection system and providing testing report  Periodic Process report according to the work schedule	20 % of the contract fees, upon submission and approval by UNFPA, December 2019
4	Final Deployment of centralized web based data collection system at MoWCA & DZD	20% Of contract fees, upon submission and approval by UNFPA , January 2020
5	To provide continuous support and maintenance and upgrade the database for a one year's period from the day of final deployment of database  Completion Report	10 % of the contract fees, upon submission and approval by UNFPA, January 2021

**Payment conditions:**

- The payment will be done in accordance with the above deliverables acceptance of the Contractor's invoice and complete set of supporting documentation where applicable on a quarterly basis
- The payment will be done in currency: Sri Lankan Rupees. Where two currencies are involved, the rate of exchange shall be the United Nations Operational Rate of Exchange on the day UNFPA instructs that payment(s) be effected (web: [www.treasury.un.org](http://www.treasury.un.org)).

**Requirements and qualifications:**

UNFPA seeks a service provider with proven experience in database development on sexual gender based violence, social issues and related contents.

The offer or should:

- A minimum of 3 years of experience in database design and roll out for development projects
- Proven experience to lead in the structural design of a database according to various systems
- Education in IT related degree
- Analytical and Documentation skills, presentation of reports
- Familiar with and sensitive to the SGBV related issues
- Should have the necessary security safeguards mechanisms
- Provide data integrity feature that will prevent more than one user from changing the same information simultaneously
- Database should be free of any licensing. MoWCA&DZD shall be the sole user of the source code
- Software should provide audit trails and logs mechanisms for content changes permitted by system users.
- Administrator shall be able to view, modify, delete all information of the database
- Should provide proper data backup and recovery procedure
- Previous experience of collaboration with a UN agency is advantageous.

### **Key Characteristics of a Database**

- Provide user friendly online web based central database system with add, edit, delete, search and reporting facilities
- Provide option to export and import the entered data in different formats (excel, word, pdf)
- Maintain authenticity
- Maintained various levels of user roles
- Provide tools for basic data analysis and table outputting (produce summary statistics, simple graphs, trend plots)
- Provide facilities for generating and printing different reports including output tables, summary statistics, and discuss on result framework indicators
- Ability to import/export data from /to another database such as excel sheets, access, SQL server, MySQL
- Able to generate user friendly tables based on user queries
- Security system auditing by CERT

### **Technical Specifications**

- Recommended to be implemented using open source computer framework (PHP, HTML)
- The product has enough flexibility to accommodate the frequent changes and open customization as received for the future.
- This system shall be flexible and scalable in terms of performance and functionality.
- Software should support use of multiple users at a time
- Should have the necessary security safeguards mechanisms
- Provide data integrity feature that will prevent more than one user from changing the same information simultaneously
- Database should be free of any licensing. MoWCA&DZD shall be the sole user of the source code.
- Software should provide audit trails and logs mechanisms for content changes permitted by system users.
- Administrator shall be able to view, modify, delete all information of the database
- Should provide proper data backup and recovery procedure

### Intellectual Property

All information pertaining to this project (documentary, pictures, digital, cyber, project documents, etc.) belonging to UNFPA, which the Contractor may come into contact with in the performance of the duties under this assignment shall remain the property of UNFPA who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of UNFPA in line with the national and International Copyright Laws applicable

### Proposal evaluation

The detailed evaluation of the quotations will consist of expertise (technical) evaluation and financial evaluation.

## II. Questions

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

Name of contact person at UNFPA:	<i>Indrani Rajendran</i>
Tel N <sup>o</sup> :	<i>+94 775587533</i>
Email address of contact person:	<i>rajendran@unfpa.org</i>

The deadline for question submission is **10 July 2019 at 4.00 p.m. (Sri Lanka Time)**. All questions will be answered in writing and shared with all parties as soon as possible after this deadline

## III. Content of quotations

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the TOR, with evidence submitted in accordance with the technical evaluation criteria  
The Technical Bid must be submitted by electronic method of transmission at the email address indicated in the section IV
- b) Submission of examples of previous work (videos) in similar capacity
- c) Submission of a concept note for the development of web based centralized data collection system price quotation, to be submitted strictly in accordance with the price quotation form
- d) Language of the proposal – English
- e) **Separate Technical Proposal and Financial Proposal should be submitted in pdf format and** be signed by the bidding company’s relevant authority

#### IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV and III, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below no later than: **Monday, 15 July 2019 at 11:00 a.m. (Sri Lanka Time)**. Proposals sent to any other addresses will not be considered

Name of contact person at UNFPA:	<i>Geetha Fernando</i>
Email address of contact person:	<a href="mailto:srilanka.office@unfpa.org">srilanka.office@unfpa.org</a>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ Nº UNFPA/LKA/RFQ/19/06**. Proposals that does not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

#### V. Overview of Evaluation Process

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

##### Technical Evaluation

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



Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Proposed vision, technical approach, architecture of the solution, integration and communication features	100		20%	
Understanding of the nature, purpose and scope of work by bidder	100		20%	
3 year experience in web based centralized data collection system	100		10%	
Scalability and adaptability of the solution in terms of data processing (types, sources), including language translations	100		20%	
Work implementation/management calendar plan, project staffing and business organisation to perform the assignment	100		20%	
Experience of collaboration with a UN agency	100		10%	
<b>Grand Total All Criteria</b>	<b>600</b>		<b>100%</b>	

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

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

### Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 70 points in the technical evaluation.

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

$$\text{Financial score} = \frac{\text{Lowest quote}(\$)}{\text{Quote being scored}(\$)} \times 100 \text{ (Maximum score)}$$

#### **Total score**

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

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

#### **VI. Award Criteria**

UNFPA shall award a Purchase Order/Contract with duration till April 30<sup>th</sup> 2020 to the lowest-priced technically acceptable offer.

#### **VII. Right to Vary Requirements at Time of Award**

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

#### **VIII. Payment Terms**

The payment will be done in accordance with the above deliverables acceptance of the Contractor's invoice and complete set of supporting documentation.

The payment will be done in currency: Sri Lankan Rupees. Where two currencies are involved, the rate of exchange shall be the United Nations Operational Rate of Exchange on the day UNFPA instructs that payment(s) be effected (web: [www.treasury.un.org](http://www.treasury.un.org)).

#### **IX. Fraud and Corruption**

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

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

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

#### **X. Zero Tolerance**

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



**XI. RFQ Protest**

Bidder(s) perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may submit a complaint directly to the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of Country Office Ritsu Nacken at E-mail: [srilanka.office@unfpa.org](mailto:srilanka.office@unfpa.org) . Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

**XII. Disclaimer**

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

## PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation N°:</b>	UNFPA/LKA/RFQ/19/06
<b>Currency of quotation:</b>	LKR
<b>Validity of quotation:</b> <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline)</i>	

Item	Description	Number of Staff by Level	Hourly Rate	Hours to be Committed	Total
<b>1. Professional Fees</b>					
<i>Total Professional Fees</i>					LKR
<b>2. Out-of-Pocket expenses</b>					
<i>Total Out of Pocket Expenses</i>					LKR
<b>Total Contract Price, excl. VAT</b> <i>(Professional Fees + Out of Pocket Expenses)</i>					LKR
<b>Total Contract Price, incl. VAT</b> <i>(Professional Fees + Out of Pocket Expenses)</i>					LKR

<i>Vendor's Comments:</i>
---------------------------

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/LKA/RFQ/19/06 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

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



**ANNEX I:  
General Conditions of Contracts:  
De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)