



Date: June 22, 2018

REQUEST FOR QUOTATION RFQ N^o UNFPA/LKA/RFQ/18/01

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

Research on The Potential Role of Young Leaders and Volunteers in Preventing Violent Extremism in Sri Lanka

UNFPA requires the provision of research on the potential role of young leaders and volunteers in preventing violent extremism.

This Request for Quotation is open to all legally-constituted companies/institutions that can provide the requested research service and have legal capacity to conduct a national survey in the country, 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](#)

Service Requirements/Terms of Reference (ToR)

Objectives and scope of the Services

- Background information:

“Extremism” is context dependent and therefore subject to interpretation. In recent years, terrorist groups such as the Islamic State in Iraq and Syria/Levant, Boko Haram, al-Shabaab, and al Qaeda have formed the global understanding of what constitutes violent extremism, and these understandings have influenced domestic and international responses and prevention efforts¹.

Although there is not a universally accepted definition of violent extremism, the report of the Secretary General on the Plan of Action to prevent Violent Extremism, highlights its impact as follows, “Violent extremism undermines our collective efforts towards maintaining peace and security, fostering sustainable development, protecting human rights, promoting the rule of law and taking humanitarian action.

¹ UNHCR, P. (2017). WHAT IS VIOLENT EXTREMISM?. [online] Available at: https://www.futureswithoutviolence.org/wp-content/uploads/FWV_blueprint_3-What-is-VE.pdf [Accessed 12 Jun. 2018].

Violent extremist groups are contributing significantly to the cycle of insecurity and armed conflict affecting many regions of the world”.²

While global studies indicate a correlation between countries with rapidly increasing youth populations and those prone to civil conflicts³, the Global Study on Youth, Peace steadily advocates for the recognition of the crucial role played by young people in promoting peace and preventing violence⁴. The potential and risks associated with large youth populations are significant, given that there are currently 1.8 billion people in the world between the ages of 15 and 29.⁵ It is worth to note that “the resilience of youth has the potential to manifest in either positive or negative ways. Where young people are excluded, a small minority may forge alternative places of belonging, status and power that exacerbate the risk of violence, creating a potential vicious cycle. However, the vast majority of young people are not involved in, or in danger of participating in, violence”⁶. South Asia alone accounts for 26 percent of this global youth population.⁷ Sri Lanka has a youth population of over 4.4 million⁸ with a large majority being from the rural population.⁹

A growing youth population, with risks of unemployment and poverty, creates spaces for extreme ideologies. In post independent Sri Lanka, radicalization of youth led to two violent insurrections in the South in 1970s and late 1980s and the war in Sri Lanka which lasted for nearly three decades.¹⁰

Following the end of the war in 2009, hardline groups are emerging and actively spreading narrow politico-religious ideologies and hatred, leading to extreme forms of violence erupting in various parts of the country.¹¹

Further, *lack of awareness and myths surrounding reproductive health and rights* has also been utilized to spread falsehoods which has led to violent skirmishes in the Eastern and Central Provinces of Sri Lanka in early 2018,¹² with youth said to have been in the forefront of spreading this violence through the use

² United Nations, Report of the Secretary-General, Plan of Action to Prevent Violent Extremism, United Nations Global Counter-Terrorism Strategy, General Assembly, p. 4, December 24, 2015.

³ Leahy, E. Engelman, R. and others (2018). The Shape of things to come. [online] Pai.org. Available at: <https://pai.org/wp-content/uploads/2012/01/SOTC.pdf#page=26> [Accessed 23 May 2018].

⁴ Progress Study https://www.youth4peace.info/system/files/2018-03/Progress%20Study%20on%20Youth%2C%20Peace%20%26%20Security_A-72-761_S-2018-86_ENGLISH_0.pdf

⁵ The Commonwealth (2016). State of the world’s youth population: new index underscores urgent need to invest in young.

<http://thecommonwealth.org/media/news/state-worlds-youth-population-new-index-underscores-urgent-need-invest-young>

⁶ Progress Study https://www.youth4peace.info/system/files/2018-03/Progress%20Study%20on%20Youth%2C%20Peace%20%26%20Security_A-72-761_S-2018-86_ENGLISH_0.pdf

⁷ Global Youth Development Index and Report 2016. (2016). London: The Commonwealth Secretariat.

<http://cmydiprod.uksouth.cloudapp.azure.com/sites/default/files/2016-10/2016%20Global%20Youth%20Development%20Index%20and%20Report.pdf>

⁸ 20.4 Million, Sri Lanka’s Population at a Glance, publication of the United Nations Population Fund Sri Lanka, 2015

⁹ 2012 Census on Population and Housing - Department of Census and Statistics

¹⁰ <http://www.lki.lk/wp-content/uploads/2017/09/Countering-Youth-Radicalization.pdf>

¹¹ <http://www.lki.lk/publication/sri-lankas-international-engagement-counter-youth-radicalisation-untapped-opportunities/>

¹² <http://srilanka.unfpa.org/en/news/unfpa-who-joint-media-statement>

of social media which led to the Government's decision to restrict access to popular social media outlets.¹³

Furthermore, several consultation reports commissioned by the Government of Sri Lanka¹⁴ has identified the important role and contribution of young people in post-war peacebuilding and development and has warned that most are showing increased levels of frustration with processes that does not recognize them or their efforts in rebuilding their communities.

Diaspora engagements in the country in terms of investments and political propagation has also significantly impacted the way in which young people engage with their society. Having witnessed the effects of the armed conflict, an older generation of people living outside of Sri Lanka, are shaping the narrative of Sri Lanka's peacebuilding process through a younger generation who have little or no memory of the events that led to the armed conflict.¹⁵

The National Youth policy of Sri Lanka (2014) points out that lack of opportunities for interaction among youth of different communities due to language, religion and sex segregation in educational institutions and other constraints as a key area that requires intervention.¹⁶

- **Development objective(s)**

Youth Participation in Peacebuilding Project supported by the UN Peacebuilding Fund

Currently, UNFPA Sri Lanka, as lead Agency, together with UN Volunteers and UN Women are delivering a 30-month project on **Participation of Youth and Women in the Peacebuilding Process**¹⁷ in collaboration with the Government of Sri Lanka. This project is carried out within the Governance pillar of the Peacebuilding Priority Plan and is supported by the UN Peacebuilding Fund.¹⁸

Following the historic *Youth, Peace and Security Resolution*, which was adopted by the UN Security Council in 2015, UNFPA Sri Lanka in collaboration with Search for Common Ground, convened the first national level discussion on implementing UNSC Resolution 2250 in August 2016. Both UNFPA and UNV supported the participation of key young leaders from Sri Lanka to both global and regional level consultations and deliberations on the same including the formulation of the Global Progress Study on UNSC Resolution 2250 which was taken up for discussion in late April 2018. A second UN Security Council Resolution on Youth, Peace and Security (UNSCR 2419) was established in June 2018. UNSCR 2419 builds on 2250 and further defines the role young people play in ensuring the conditions for sustaining peace.¹⁹

¹³ <https://www.nytimes.com/2018/03/08/technology/sri-lanka-facebook-shutdown.html>

¹⁴ <http://www.cpalanka.org/wp-content/uploads/2017/06/Guide-to-CTF-Report-.pdf>

¹⁵ Wayland, S. (2004). Ethnonationalist networks and transnational opportunities: The Sri Lankan Tamil diaspora. *Review of International Studies*, 30(3), doi:10.1017/S0260210504006138

¹⁶ http://www.youthpolicy.org/national/Sri_Lanka_2014_National_Youth_Policy.pdf

¹⁷ <http://lk.one.un.org/wp-content/uploads/2017/01/PBF-Women-and-Youth-concept-note-16-Jan-2017.pdf>

¹⁸ <https://lk.one.un.org/our-work/peacebuilding/peacebuilding-priority-plan/>

¹⁹ [http://undocs.org/S/RES/2419\(2018\)](http://undocs.org/S/RES/2419(2018))

“Outlining a core message conveyed by the study’s participants, Graeme Simpson, the lead author of the study said: *there is a growing trust gap between young people and their Governments, multilateral organizations and even international civil society organizations.* Calling for efforts to embrace that challenge — not fend it off — he said young people were also aware that they were, in turn, not trusted by their Governments and leaders.²⁰ Hence it is important to prioritize and integrate youth in post war development processes.

*UNSCR 2250 identifies five key pillars for action*²¹: participation, protection, prevention, partnerships and disengagement and reintegration. This landmark resolution urges Member States to give young men and women a greater voice in decision-making at the local, national, regional and international levels and to consider setting up mechanisms that would enable them to participate meaningfully in peace processes. Last year, with the support of UN Volunteers and UNFPA and several partners from both the UN and the civil society, a Youth, Peace and Security Coalition was formed in Sri Lanka.

Further in 2016, the United Nations adopted the *UN Plan of Action to Prevent Violent Extremism*²² in order to combat growing concerns with regard to the spread of terrorism and extreme forms of violence. Seven recommendations have been highlighted for specific consideration and adoption by States²³:

- 1) Dialogue and Conflict Prevention**
- 2) Strengthening Good Governance, Human Rights and the Rule of Law**
- 3) Engaging Communities**
- 4) Empowering Youth**
- 5) Gender Equality and Empowering Women**
- 6) Education, Skill Development and Employment Facilitation**
- 7) Strategic Communications, the Internet and Social Media**

These recommendations, along with the findings of the global Progress study on UNSCR 2250, should inform National level policies and actions.

As Sri Lanka approaches ten years since the end of the protracted conflict in 2009, it is important that young people are recognized as key partners engaged in preventing violent extremism. The general narrative which depicts young people either as victims or as perpetrators needs to be transformed to include young people as leading Sri Lanka toward achieving a sustained peace.

Given that youth form almost one fourth of the population in Sri Lanka and the ending of the war in 2009, this gives a window of opportunity for Sri Lanka to reap the benefits of both a demographic and a peace dividend.

²⁰ <https://www.un.org/press/en/2018/sc13312.doc.htm>

²¹ <http://unoy.org/wp-content/uploads/SCR-2250.pdf>

²² https://www.un.org/counterterrorism/ctitf/sites/www.un.org.counterterrorism.ctitf/files/plan_action.pdf

²³ <https://www.un.org/counterterrorism/ctitf/en/plan-action-prevent-violent-extremism>

Finally, volunteerism has proven to be a meaningful avenue for young people to engage as peacebuilders. Volunteerism appears as an opportunity to positively transform the image of youth portrayed as violent actors into committed and active citizens for peace in their communities.²⁴ In addition, the survey taken under the Progress Study on Youth, Peace and Security shows that most youth-led organizations depended heavily on volunteers.²⁵

- Immediate objective(s)

The research titled “**The Potential Role of Young Leaders and Volunteers in Preventing Violent Extremism in Sri Lanka**” should reflect practical approaches to reduce factors of youth at risk of engaging in violent activities and the role of young people in preventing violent extremism in the country. The research should inform stakeholders and Government counterparts on actionable processes to engage young leaders in preventing violent extremism in Sri Lanka as well as supporting youth led ongoing initiatives on violence prevention.

- Outputs / Deliverable(s)

The Research should broadly discuss the following research questions,

01. What are the factors influencing the impact of Youth Leadership in preventing violent extremism since the end of the armed conflict?
02. How volunteerism is contributing towards prevention of violent extremism and the promotion of peace in Sri Lanka?
03. How do young people perceive identity, peace and reconciliation, with the influx of information from their communities and media?
04. What changes are required for young people to engage in preventing violent extremism during the next ten years?

The research organization is required to achieve the following deliverables:

| Phases | Tasks | Deliverables | Timeline |
|------------------|---|------------------------------|--------------------------------------|
| Inception report | desk/Literature review, Proposed Methodology, Data analysis process & tools, Data collection Protocols, report structure & Timeline | Research Proposal | End-July 2018 |
| Data Collection | Literature and key data identified and collected, including key informant interviews | List of Documents for Review | August to September 2018 |
| Draft Report | Drafting of the first draft | Draft Report | 1 st week of October 2018 |

²⁴ <http://www.cepa.lk/uploads/5fa89c537812688b0f48d537170c25be-Full-report.pdf>

²⁵ Mapping a Sector: Bridging the Evidence Gap on Youth-Driven Peacebuilding (2017). UNFPA/PSB/Bids/Request for Quotation for Services/RFQ/ RFQ Complex Services [0616 – Rev02]

| | | | |
|-----------------------------|--|---------------------|--|
| Review of first draft | UNFPA CO and UNV | | 2 nd -3 rd week of October |
| Revision of the report | Revising the draft based on the feedback, the final report (as needed) | Second/Final Report | 4th week of October– |
| Validation of final draft | | | 2 nd week of November |
| Final draft handed in to UN | | | 1 st week of December |
| Dissemination | Finalize the Research with UNFPA CO and UNV | | 15 th January 2019 |

Key Performance Indicators:

- Timely submission of draft and final report/survey for UNFPA and UNV’s review
- Appropriateness of data analysis/recommendations per conducted survey avoiding standardized generic observations

• **Activities**

Activities include but are not limited to the following tasks:

Desk Review/Secondary Data Collection

- Review available background data/research, including disaggregated demographic information and socio-economic indicators of the project locations, namely the Northern, Eastern, Southern and Central Provinces.
- Collect existing secondary data through the analysis of currently existing information, including but not limited to:
- National and subnational policies, Action Plans and measures taken by Government and non-Government entities in addressing violent extremism with a focus on young people, published literature sources, quantitative and qualitative data sources.
- International models, including successful strategies in engaging young people in peacebuilding initiatives in post conflict scenarios.

Primary Data Collection/Interviews with key informants

Identify gaps at National but more specifically in Northern, Eastern, Southern and Central Provinces (including border villages) to address socio economic, cultural and political issues that lead to incidents of violent extremism in their respective localities

- Targeted interviews and Focus Group Discussions with key informants (National and Provincial level).
 - Religious leaders
 - Key leaders (Government/Civil Society and community leaders) who have contributed to the discourse of Youth Development as well as Peace and Conflict Transformation

- Young People from diverse backgrounds with due consideration given to different age categories (15-25, 25-29 etc.) gender, ethnicity, geographic location, social class (education, employment etc.), differently abled, access to IT and digital media.
- Volunteers and Volunteer Involving Organizations, in particular youth led organizations
- Journalists or reporters
- Teachers from both the school and the university system
- Private sector employers and employees
- Employers Federation of Ceylon (EFC)
- Ceylon Chamber of Commerce
- Legislative members (Provincial Council, Parliament, Local Government)
- Civil Administrators
- Law enforcement
- Judiciary
- Sri Lanka Tele Communications Regulations Commission (TRCSL)

- **Composition and Required Experience of the Research Team**

The Lead author/Team Leader – has overall responsibility for producing a high quality Research Report. The team leader should have rich knowledge in the field of population and development, Youth, Peace and Conflict Resolution. Demonstrated capacity for strategic thinking, political change analysis and writing skills are essential. Familiarity with UNFPA, UNV or United Nations operations will be an advantage.

She/he will lead and coordinate the work of the assignment and will also be responsible for the quality assurance of all above mentioned deliverables. The team leader should be fluent in English and must have extensive experience in evaluation/research, and an advanced degree in social science, political science, economics or related fields.

Research Team Members – support the lead researcher in all phases of the assignment, including some of the tasks related to the provision of deliverables. The tasks include particular data/information collection and analysis.

The research team should also consist members of multi-disciplinary professional and academic backgrounds such as Political Science, Psychology, Demographics, Gender, Peace and Conflict Resolution, Sociology, Anthropology, and Media. Fluency in the local languages is required.

Final Report

- Executive Summary
- Research methodology and concise description of the analytical framework used to assess the scope for young leaders and volunteers to prevent violent extremism
- Published literature on engagement of youth and volunteers in violent extremism, analyzing the causes and trends in the socio economic, cultural and political spheres.

- Several models of youth engagement and volunteerism in peacebuilding processes, effectively implemented in other post-conflict countries, and an analysis of relevance of each model to Sri Lanka
- Findings from the data collection and key informant interviews
- Results of analysis of key findings, including challenges, gaps, successful strategies for implementation and recommendations, which integrate youth in peacebuilding initiatives, in line with the Global Progress Study on Youth, Peace and Security (UNSCR 2250) and the UN Secretary General's recommendations on Preventing Violent Extremism.

Proposed Chapter Breakdown but not limiting to

EXECUTIVE SUMMARY

GLOSSARY

I. BACKGROUND AND SCOPE

1. Background to Youth, volunteerism and violent extremism in Sri Lanka
2. Looking back: 10 years since the end of the armed conflict in Sri Lanka- Youth, Volunteerism, Violent Extremism and its impact on peacebuilding processes

Current Status of Youth leadership and volunteerism to preventing violent Extremism in Sri Lanka

1. Young leaders and volunteers for peaceful cohabitation and reduced discrimination
2. Young leaders and volunteers and reduced violence
3. Young leaders and volunteers as active citizens to prevent violent extremism

II. FACTORS INFLUENCING IMPACT OF YOUTH LEADERSHIP COMBATTING VIOLENT EXTREMISM

1. Financial and material support for initiatives to prevent violent extremism
2. Attitudes, motivation, and commitment of young people
3. Capacity, knowledge, and experience of young people
4. Access to Information: Media, intergenerational perspectives, community/cultural myths and diaspora engagements
5. Key stakeholder motivation, commitment, and support
6. Awareness raising, sensitization, and campaigns among key stakeholders
7. Conflict, political instability, and insecurity
8. Culture, Theater, Arts and Sports as tools and spaces to prevent violent extremism

III. ROLE OF VOLUNTEERISM IN PREVENTING VIOLENT EXTREMISM

- 1 State of youth volunteerism in Sri Lanka
- 2 Review of current initiatives from youth volunteers to prevent violence in Sri Lanka
- 3 Added-value of volunteerism in preventing violence and building peace
4. Challenges, obstacles and opportunities for youth volunteers to prevent violence and promote peace

IV. GLOBAL EXAMPLES OF YOUTH LEADERSHIP IN PREVENTING VIOLENT EXTREMISM

1. Background to violent extremism
2. Case Studies and successful strategies/models of engaging young people in preventing violent extremism

V. RECOMMENDATIONS AND CONCLUSIONS AS PER THE UNITED NATIONS PLAN OF ACTION TO PREVENT VIOLENT EXTREMISM



1. Lessons learned and recommendations
 2. The next 10 years: Roadmap for Sri Lankan Youth and Volunteers in preventing violent extremism
 3. Recommendations for Future Research
 4. Conclusions
 5. References
 6. Annexures
- **Timing / Schedule**
Duration: 8 months (from Mid-July 2018 – February 2019)
Expected places of travel: Specific focus areas to be Northern, Eastern, Southern and Central Provinces of Sri Lanka



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>Geetha Fernando</i> |
| Tel N ^o : | <i>+94112580840 ext.3004</i> |
| Email address of contact person: | <i>gfernando@unfpa.org</i> |

The deadline for submission of questions is **08 July, 2018 at 5 pm**, Sri Lanka time. Questions will be answered in writing and shared with 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 the following three separate attachments:

- Technical proposal, in response to the requirements outlined in the service requirements / TOR.
- Price quotation, to be submitted strictly in accordance with the price quotation form.
- Organization profile and company registration with details of track record relevant to the assignment

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

IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below no later than **Sunday, July 08th 2018 at 5:00 PM Sri Lanka Time.**

| | |
|----------------------------------|----------------------------|
| Name of contact person at UNFPA: | <i>Geetha Fernando</i> |
| Email address of contact person: | <i>gfernando@unfpa.org</i> |

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N^o UNFPA/LKA/RFQ/18/01 – Research - Potential Role of Young Leaders and Volunteers in Preventing VE in Sri Lanka.** Proposals that do 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 **20 MB (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

The technical bid is evaluated on the basis of its responsiveness to the Terms of Reference, using the criteria below.

| | |
|---|-------------------|
| 1. Relevant experience of the bidder <ul style="list-style-type: none"> • Demonstrated experience in conducting research and linking such research to policy consideration and action by relevant Government/Civil Society partners and knowledge of issues related to Youth and Peacebuilding in Sri Lanka | Maximum point =20 |
| 2. Quality of the proposed team members, including Team Leader/Lead Author <ul style="list-style-type: none"> • Proposed team members have analytical, research and writing skills • Team members have sound knowledge of the current status of research on youth, peace and security in Sri Lanka • Team members are from diverse professional backgrounds and have the capacity to use a holistic approach in conducting the research. | Maximum point =40 |
| 3. Proposed plan and methodology to conduct this work | Maximum point =40 |
| Maximum points of evaluation | 100 |

Financial Evaluation

The financial bid will only be evaluated if the technical bid achieves a minimum of 70 points. Proposals failing to obtain this minimum threshold will not be eligible for further consideration. The maximum number for the price bid is 30. This maximum number of points will be allocated to the lowest price. All other proposals will receive points in inverse proportion according to the following formula.

$$\text{Points for the Price Bid of a Proposal being evaluated} = \frac{[\text{Maximum number of points for the Price Bid}] \times [\text{Lowest price}]}{[\text{Price of bid being evaluated}]}$$

Total Score

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.

VI. Award Criteria

UNFPA shall award a **Professional Service Contract on a fixed-cost basis** to the Bidder(s) that obtain the highest total score.

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

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

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 or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the country office **Ritsu Nacken, Representative** at nacken@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the country office, the supplier may contact the Chief, Procurement Services Branch at 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).

Fraud & Corruption

UNFPA is committed to preventing, identifying and addressing all acts of fraud against UNFPA, whether committed by UNFPA staff members or third parties involved in UNFPA activities. To this effect UNFPA has developed its Anti-Fraud Policy with the aim to raise awareness of fraud risks, implement controls to prevent fraud, establish a procedure applicable to detect fraud and to enforce its [Anti-Fraud Policy](#).

UNFPA requires that bidders, contractors and their subcontractors adhere to the highest standard of moral and ethical conduct during the procurement and execution of UNFPA contracts and do not engage in corrupt, fraudulent, collusive, coercive or obstructive practices. For the purpose of this provision such practices are collectively referred to as “fraud and corruption”:

- “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

- “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;
- “Collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
- “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.
- “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.
- “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, postemployment provisions, abuse of authority and harassment.

The [United Nations Supplier Code of Conduct](#) is fully endorsed by UNFPA. UNFPA expects that all suppliers who wish to do business with UNFPA will embrace this code of conduct. The UN Code of Conduct is available in 6 languages.

Zero Tolerance

UNFPA has adopted a zero tolerance policy on gifts and hospitality. In view of this, UNFPA personnel are prohibited from accepting any gift, even of a nominal value, including drinks, meals, food products, hospitality, calendars, transportation, and/or any other forms of benefits. Vendors are therefore requested not to send or offer gifts or hospitality to UNFPA personnel.

UNFPA will:

- reject a proposal to award a contract if it determines that a vendor recommended for award has engaged in fraud and corruption in competing for the contract in question.
- cancel or terminate a contract if it determines that a vendor has engaged in fraud and corruption in competing for or in executing a UNFPA contract.
- declare a vendor ineligible, either indefinitely or for a stated period of time, to become a UN registered vendor if it at any time determines that the vendor has engaged in fraud and corruption in competing for or in executing a UNFPA contract.
- refer the matter to national authorities through the UNFPA Legal Unit, OED.

UNFPA may conduct audits and investigations relating to any aspect of a UNFPA contract or the award thereof. Suppliers, their subsidiaries, agents, intermediaries and principals must provide their full and timely cooperation with any such audit or investigation.

Such cooperation shall include, but not be limited to the following: access to all employees, representatives, agents and assignees of the vendor and production of all documents requested, including financial records, pertaining to the contract. Failure to fully cooperate with UNFPA investigations may be considered a breach of contract and will be referred to the vendor sanction mechanism, which, inter alia, may lead to one or several of the following: termination of the contract; suspension of the supplier; removal of the supplier from UNFPA’s list of registered suppliers.



All individuals who suspect that a supplier has engaged in fraud and corruption shall promptly report that information to the [UNFPA Office of Internal Audit and Investigation Services](#) (OAI) - which is the administrative entity of UNFPA mandated to conduct investigations in UNFPA, as well as to the Chief, Procurement Service Branch (PSB). The Chief, PSB, shall keep such information confidential until s/he has consulted with OAI.

UNFPA has established a confidential [Investigation Hotline](#) for reporting suspicions of fraud and corruption directly to OAI.

(Note: The hotline is managed in accordance with strict OAI protocol, which ensures that access to hotline data is restricted and accessible only to a limited number of authorized individuals within OAI.)



Annex I: References

Concerns of Youth Affected by Civil Conflict in Sri Lanka in Gunatillaka, R. et. al. (eds.), 2010, The Challenge of Employment in Sri Lanka, Washington, DC, The World Bank

Hettige, S.T. 2001. Globalization, Electronic Media and Cultural Change: The Case of Sri Lanka – (eds.) Hettige S.T. et.al., Colombo: German Cultural Institute.

Hettige, S.T. (2014) Consequences of Group Violence involving Youth in Sri Lanka in From Bullies to Terrorists: The Causes and Consequences of Group Violence edited by James Hawdon, John Ryan and Marc Lucht, Chapter Number. Lanham, MD.: Lexington Books, (forthcoming).

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Sri Lanka Strategic Assessment 2016 – Asia Foundation and Verite Research Publication -
<https://asiafoundation.org/wp-content/uploads/2016/05/Sri-Lanka-strategic-assessment.pdf>

UN Plan of Action to Prevent Violent Extremism - 2016

https://www.un.org/counterterrorism/ctitf/sites/www.un.org.counterterrorism.ctitf/files/plan_action.pdf

Unrest or Revolt : Some aspects of youth unrest in Sri Lanka, a collection of essays edited by the applicant, published by The German Cultural Institute, Colombo. (reprinted in 1996)

Youth Peace and Sustainable Development

Hettige, S. and Mayer, M. (2004). Youth, Peace and Sustainable Development. Colombo: Centre for Poverty Analysis.

<http://www.cepa.lk/uploads/5fa89c537812688b0f48d537170c25be-Full-report.pdf>



Annex II: Ethical Code of Conduct for Research

Evaluation/Study/Research of UNFPA-supported activities need to be independent, impartial and rigorous. Each evaluation/study/research should clearly contribute to learning and accountability. Hence researchers/evaluators must have personal and professional integrity and be guided by propriety in the conduct of their business.

Evaluation/study/research team:

1. To avoid conflict of interest and undue pressure, researchers need to be independent, implying that members of a study/research team must not have been directly responsible for the policy-setting/programming, design, or overall management of the subject of study/research, nor expect to be in the near future. Researchers/evaluators must have no vested interests and have the full freedom to conduct impartially their study/research work, without potential negative effects on their career development. They must be able to express their opinion in a free manner.
2. Should protect the anonymity and confidentiality of individual informants. They should provide maximum notice, minimize demands on time and respect people's right not to engage. Researchers/evaluators must respect people's right to provide information in confidence, and must ensure that sensitive information cannot be traced to its source. Researchers/evaluators are not expected to evaluate individuals, and must balance an evaluation of management functions with this general principle.
3. Evaluation/studies/researches sometimes uncover evidence of wrong doing. Such cases must be reported discreetly to the appropriate investigative body.
4. Should be sensitive to beliefs, manners and customs and act with integrity and honesty in their relations with all stakeholders. In line with the UN Universal Declaration of Human Rights, researchers/evaluators must be sensitive to and address issues of discrimination and gender equality. They should avoid offending the dignity and self-respect of those persons with whom they come in contact in the course of the study/research. Knowing that study/research might negatively affect the interests of some stakeholders, researchers should conduct the study/research and communicate its purpose and results in a way that clearly respects the stakeholders' dignity and self-worth.
5. Are responsible for the clear, accurate and fair written and/or oral presentation of study limitations, evidence based findings, conclusions and recommendations.



ANNEX III: 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](#)

PRICE QUOTATION FORM

| | |
|---|-----------------------------|
| Name of Bidder: | |
| Date of the quotation: | Click here to enter a date. |
| Request for quotation N°: | UNFPA/LKA/RFQ/18/01 |
| Currency of quotation : | LKR |
| Delivery charges based on the following 2010 Incoterm: | N/A |
| Validity of quotation: <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i> | |

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

Example Price Schedule below: *[Delete after properly completing the Price Schedule, also develop excel version]*

| Item | Description | Number & Description of Staff by Level | Hourly Rate | Hours to be Committed | Total |
|--|-------------|--|-------------|-----------------------|-------|
| 1. Professional Fees | | | | | |
| | | | | | |
| | | | | | |
| <i>Total Professional Fees</i> | | | | | \$\$ |
| 2. Out-of-Pocket expenses | | | | | |
| | | | | | |
| <i>Total Out of Pocket Expenses</i> | | | | | \$\$ |
| Total Contract Price <i>(Professional Fees + Out of Pocket Expenses)</i> | | | | | \$\$ |

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/LKA/RFQ/18/01 including all annexes, amendments to the RFQ document (if applicable) and the UNFPA/PSB/Bids/Request for Quotation for Services/RFQ/ RFQ Complex Services [0616 – Rev02] 17 of 18



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 | |