



Date: 7 June 2019

**Authorized by:  
UNFPA Representative**

**REQUEST FOR QUOTATION  
RFQ N° UNFPA/LKA/RFQ/19/03**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**Production of 4 educational videos for school students on Life Skills**

UNFPA requires the provision of four videos (two produced in Sinhala language, and two videos in Tamil language) aimed at changing attitudes and behaviour of students aged 14-15 years on life skills relating to nutrition and sexual and reproductive health.

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**

Sri Lanka has achieved remarkable social and health indicators as it embraces its recently acquired middle-income status. Sri Lanka has a strong health system which enabled it to achieve low maternal and infant mortality rates almost two decades ago.

Despite significant progress in socio-economic indicators in Sri Lanka over the last decade, substantive challenges remain in addressing the country's startling poor and stagnant nutrition indicators. Malnutrition in Sri Lanka is prevalent across the life-cycle, starting with 1 in 6 (16%) new-borns with Low Birth Weight (LBW). This trend continues amongst older age children, whereby Sri Lanka has one of the highest rates of moderate acute malnutrition (wasting) in children under 5 years of age in the world – globally ranked 5th worst in the LMIC category globally with 15 percent prevalence, the WHO "critical" threshold level. Stunting levels remain unchanged from 10 years ago (17%). Micronutrient deficiencies, especially anaemia, also pose a major concern, especially among adolescent girls and reproductive aged women.

Sexual and reproductive health and rights (SRHR) is not a comfortable topic in Sri Lanka. Cultural and religious taboos are popularly cited as the key deterrents to talking and raising awareness about SRHR. Sri Lanka has over 4.4 million young people between the ages of 15-29 years, yet 50% of youth in Sri Lanka have limited

knowledge about basic sexual and reproductive health. At school, comprehensive sexuality education is not adapted and insufficiently disseminated, due to the reluctance of most teachers to talk about these topics. The lack of confidentiality among some health staff increases fears of stigma and is partly indicative as to why communities are hesitant to pursue public health facilities for SRH services.

The overall objective of this project delivered by the United Nations Population Fund (UNFPA) and World Food Programme (WFP), is to improve access to information and services on sexual and reproductive health, and to enhance health, nutrition and food security of women and girls.

The programme aims to meet the following specific objectives:

- To improve access to comprehensive, accessible information and services on SRHR, household food security, health and nutrition, and prevention of unwanted/early pregnancies among populations living in plantations, with a particular attention to women and youth.
- Prevent and address SGBV through community lead approaches and systems that advance gender equality and reproductive rights in post-conflict settings to empower marginalized and vulnerable women.
- Mobilize district-specific members/member organisations of the National GBV Forum Against Gender Based Violence of which UNFP is the chair

Ensuring gender equality through improved sexual and reproductive health, and youth empowerment are at the core of the 2030 Agenda for Sustainable Development notably highlighted in Goal 2 on improved nutrition and food security, Goal 3 on good health and well-being, Goal 4 on quality education and Goal 5 on achieving gender equality, which are also fundamental in achieving sustainable development in every context.

### **Scope of work**

The selected provider will be expected to conceptualize, develop, and produce 2 educational videos in Sinhala language and 2 videos in Tamil language, for 14-15 year olds to address key behaviours associated with nutrition and sexual and reproductive health practices. The videos are expected to cover aspects of nutrition, food preparation, basic health, hygiene & sexual & reproductive health, by encouraging behaviour change among young people and adolescents.

The developed concept of videos should be in line with life skills taught in the school curriculum; i.e. decision-making, problem solving, creative thinking, analytical thinking, effective communication, interpersonal relationships, self-awareness, empathy, managing emotions, and managing stress.

To achieve the results set out by this TOR the selected service provider should also review similar videos produced in other countries.

The videos should deliver the right messages in the appropriate trustful way and give practical tips. All videos should be made in the same style. Preferences of the target audience should be taken into account, right insights have to be found.

### **Target Audience**

14-15 year old students (Sinhala language & Tamil language)  
All geographic regions in Sri Lanka

### Purpose

The purpose is to equip young people with practical tips and knowledge on how to live a healthier life by changing their behaviour particularly relating to:

- decision-making around nutritious food intake and sexual reproductive health
- increased participation in physical activity
- body image and bullying

### Deliverables

To produce four (4) short and shareable digital videos (two in Sinhala language and two in Tamil language), to produce a total of four (4) videos. The following documents should be developed during the process:

- Concept of the videos;
- Scenarios and scripts;
- Production plan;
- 2 Final videos (approximately 3-5 min for each) produced in Sinhala language;
- 2 Final videos (approximately 3-5 min for each) produced in Tamil language;
- All 4 videos to be subtitled in English language.

The topics to be covered in the educational videos should include but not limited to:

- 1) Puberty and nutrition
- 2) Physical activity, body image, and bullying

It is essential to ensure the UNFPA's and WFP's involvement per the respective subject area. Any creative ideas falling within the scope of these terms of reference are most welcome. The draft materials must be agreed with the UNFPA, WFP, and Government partners prior to final submission.

### Indicative time frames for the campaign

All deliverables envisaged by these terms of reference should be submitted to the requestor by 31 October 2019 (tentative date and depending on the contract signature date).

#	Deliverables	Payment terms and time frame
1	To develop a concept and scenarios for each video, To develop the production plan for the 4 videos	40% of the contract fee, upon submission and approval by UNFPA, August 2019
2	To provide the final 4 videos (2 in Sinhala & 2 in Tamil) with English subtitles	60 % of the contract fees, upon submission and approval by UNFPA, October 2019

### 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 video production on social issues, with working knowledge of videos targeting young people and adolescents.

The offeror should:

- be a resident entity of or have legal representation in Sri Lanka with respective official registration
- have 3 years experience in the field of video production
- have experience working in the area of public communications, advertising, social media
- demonstrate ability to meet deadlines and work under pressure
- be fluent in Sinhala, Tamil, and English.

Previous experience of collaboration with a UN agency is advantageous.

### 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>Randima Jayasinghe</i>
Tel N <sup>o</sup> :	<i>+94 766018686</i>
Email address of contact person:	<a href="mailto:jjayasinghe@unfpa.org">jjayasinghe@unfpa.org</a>

The deadline for question submission is **16 June 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 production of videos
- d) Price quotation, to be submitted strictly in accordance with the price quotation form  
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, 24 June 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:	<b>srilanka.office@unfpa.org</b>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/LKA/RFQ/19/03**. 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

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
Vision, creative approach to the final product	100		40%	
3 year experience in video production	100		30%	
Qualified Team of at least 5 persons with the necessary skills and capacity to deliver the project	100		20%	
Experience of collaboration with a UN agency	100		10%	
<b>Grand Total All Criteria</b>	<b>400</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 October 31<sup>st</sup>, 2019 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/19/03
<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>
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I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/LKA/RFQ/19/03 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](#)