Date: 08 July 2019

**Authorized by:**

**UNFPA Representative**

REQUEST FOR QUOTATION

RFQ Nº UNFPA/LKA/RFQ/19/05

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**Research on Family Planning Needs, Awareness, Attitudes, Practices and Barriers in Sri Lanka**

UNFPA requires the provision of a research on family planning communication needs, awareness, attitudes and practices in Sri Lanka. This research will be used to reorient the communication strategy of the national family planning programme.

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.

1. **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](http://www.unfpa.org/about-us)

**Terms of Reference (ToR)**

**Background**

The National Family Planning Programme has immensely contributed to the impressive health indicators that Sri Lanka enjoys at present. However, these results have become stagnant recently. It is important to note here that family planning has become a misinterpreted issue in Sri Lanka despite the relatively high prevalence of contraceptive use in comparison to other countries in South Asia. The misconception of family planning as a method for curtailing population growth is common among all communities in the country, which puts the lives of women and girls at risk.

Misconceptions lead people to make decisions and take actions that have negative consequences for self and wider society. It is therefore important that these myths and misconceptions are addressed and that women and girls are well informed, empowering them to contribute to the national development process.

As such, the Ministry of Health, Nutrition and Indigenous Medicine (MOH) considers reorienting the communication strategy of the National Family Planning Programme a high priority, in order to ensure its vital continuing contribution to the health and social development targeted by the Government of Sri Lanka. A comprehensive communication plan needs to be prepared reflecting the true objectives of the National Family Planning Programme and their implementation, which needs to be communicated effectively to all stakeholders. The MOH has identified the need of a qualitative study exploring gaps in the current communication strategy and activities, as well as suitable strategies to address these gaps in the programme and communications.

This activity will be supported by United Nations Population Fund (UNFPA) Sri Lanka.

**Scope of work**

The scope work includes the following:

1. Desk review of the report of the National Family Planning Programme, BCC Strategy on Family Planning and other available documents, including survey and research reports, guidelines on family planning programme of Sri Lanka;
2. Conducting Key Informant Interviews with stakeholders across different sectors and levels to determine the current communication gaps;
3. Conducting discussions with the general public and stakeholders to identify the current myths & misconceptions on family planning in the population;
4. Conducting discussions with relevant stakeholders to describe suitable communication preferences to address miscommunications regarding family planning;
5. Provide recommendations for the strategic plan to address identified communication gaps.

**Target Audience**

Policy-makers at the Ministry of Health, Nutrition and Indigenous Medicine; UNFPA.

**Purpose**

The purpose of this research is to create an evidence-based roadmap for reorienting of family planning communication strategy to encompass a human rights-based approach. As such, the research will inform the design and delivery of a campaign to change public perceptions and attitudes towards family planning. This will entail evidence building on the perceptions, practices and views of different religious communities on family planning. This research will lead to achieving the specific objective of the programme which is that by 2022, women and young people will have improved access to SRHR information and services and be able to counter myths and prejudices related to family planning.

**Deliverables**

The research encompasses the following deliverables:

1. An initial proposal outlining the methodology to be adopted and key activities to be carried out. Gantt chart has to be provided with the submission of the proposal, and it will be used as a monitoring tool;
2. An interim report with initial findings outlining the knowledge, attitudes, practices, myths and misconceptions and identified communication gaps related to family planning;
3. The final report outlining the knowledge, attitudes, practices, myths and misconceptions and identified communication gaps related to family planning;
4. Recommendations for communication strategies.

It is essential to ensure the UNFPA’s and the MOH’s involvement in each deliverable.

**Indicative time frames**

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 | Submission of inception report outlining the methodology and activities, incorporating the recommendations of the expert committee. | 30% of the contract fee, upon submission and approval by UNFPA, August 2019 |
| 3 | Submission of the interim report with recommendations to communication strategy and presentation to a core group of UNFPA and MOH officials | 20% of the contract fee, upon submission and approval by UNFPA, November 2019 |
| 5 | Submission of the final report | 50% of the contract fee, upon submission and approval by UNFPA, December 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).

**Requirements and qualifications:**

1. The research consultant / organization should have proven work experience and exposure required for the task. References to recent completed and published surveys are required.
2. Be a resident entity of or have legal representation in Sri Lanka with respective official registration.
3. Expertise in qualitative research and behavioural change communication/ health promotion will be considered advantageous.
4. Academic background, master’s degree (PhD desirable) for the members of the team
5. 5 years of research experience in the area of sociological research (references to recent completed and published surveys are required)
6. 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.

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Sarah Soysa* |
| Tel Nº: | *+94 766018686* |
| Email address of contact person: | [*soysa@unfpa.org*](mailto:soysa@unfpa.org) |

The deadline for question submission is **17 July 2019 at 4.00 p.m. Sri Lanka** **Time (extended deadline).** All questions will be answered in writing and shared with all parties as soon as possible after this deadline.

1. **Content of quotations**

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

1. 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

1. Curriculum vitae of all relevant applicants in the company
2. Submission of examples of previous work in similar capacity
3. Price quotation, to be submitted strictly in accordance with the price quotation form

Language of the proposal – English

1. **Separate Technical Proposal and Financial Proposal should be submitted in pdf format and** be signed by the bidding company’s relevant authority
2. **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, 22 July 2019 at 11:00 a.m.** **Sri Lanka Time** **(extended deadline).** Proposals sent to any other addresses will not be considered.

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Geetha Fernando* |
| Email address of contact person: | **srilanka.office@unfpa.org** |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/LKA/RFQ/19/05. 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.

1. **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 | |
| --- | --- | --- | --- | --- | --- |
| Technical approach, methodology and level of understanding of the objectives of the work | 100 |  | 30% |  | |
| Work plan/time scales given in the proposal and its adequacy to meet the work objectives | 100 |  | 15% |  | |
| Prior experience of handling works of this nature (examples of similar services provided, references etc.) | 100 |  | 20% |  | |
| Professional experience of the staff who will be employed to the work, as well as subcontractors, if any, proving demonstrated expertise (CVs, subcontractor company profiles etc.) | 100 |  | 20% |  | |
| Profile of the company and quality of technical proposal (clarity, language, compliance with the requirements etc.), Experience of collaboration with a UN agency | 100 |  | 15% |  | |
| ***Grand Total All Criteria*** | **400** |  | **100%** |  |

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:

|  |  |  |
| --- | --- | --- |
| Financial score = | Lowest quote ($) | X 100 (Maximum score) |
| Quote being scored ($) |

## 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.

|  |
| --- |
| Total score =70% Technical score + 30% Financial score |

1. **Award Criteria**

UNFPA shall award a Purchase Order/Contract with duration till December 31st, 2019 to the lowest-priced technically acceptable offer.

1. **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.

1. **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).

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

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](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). 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](http://web2.unfpa.org/help/hotline.cfm).

1. **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](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **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).

1. **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

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/LKA/RFQ/19/05 |
| **Currency of quotation:** | LKR |
| **Validity of quotation:**  *(The quotation shall be valid for a period of at least 3 months after the submission deadline)* |  |

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

*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/19/05 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,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)