Date: *March 3rd, 2022*

REQUEST FOR QUOTATION

RFQ Nº UNFPA/LKA/RFQ/22/01

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**Final project evaluation – PROMISES project**

UNFPA requires the services of an institution to conduct final project evaluation for PROMISES project.

The scope of work is detailed in Terms of Reference (Annex II).

This Request for Quotation is open to all legally-constituted local institutions that can provide the requested services and have the legal capacity to deliver in the country, or through an authorized representative.

1. **About 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)

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Ms. Sarah Soysa* |
| Tel Nº: | *+94765232223* |
| Email address of contact person: | *soysa@unfpa.org* |

The **deadline for submission of questions is Friday, 11th March 2022 at 4:00 PM Sri Lanka time**. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

1. **Content of quotations**

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

1. Document 1 - Technical proposal, in response to the requirements outlined in the TORs (Annex II) and in accordance with the technical evaluation criteria set forth in Section V below.
2. Document2 - Price quotation, to be submitted strictly in accordance with the price quotation form.
3. Document3 – Company Profile, Copy of Business Registration, Copy of most recent Audited Accounts (as applicable).

All pages of Document 1 and Document 2 of the quotation must be signed by the bidding company’s relevant authority and submitted in PDF format, A4 size.

To avoid any last minute technical difficulties, the bidders are requested to make the submissions well in advance.

1. **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, and are to be sent by email to the address indicated below no later than **Monday, March 21st , 2022 at 4:00 PM Sri Lanka time***.*[[1]](#footnote-1).

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Geetha Fernando* |
| Official Email address: | [Lk-procurement@unfpa.org](mailto:Lk-procurement@unfpa.org) |

Please note the following guidelines for electronic submissions to UNFPAs dedicated email address:

* The following reference must be included in the email subject line: RFQ NO UNFPA/LKA/RFQ/22/01 – Institution’s name. Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
* The total email size should not exceed **20 MB (including email 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.
* Should your offer require to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. In such instances, the Email subject should be as: RFQ NO UNFPA/LKA/RFQ/22/01 – Institution’s Name – Email 1.
* Any quotation submitted will be regarded as an offer by the bidder and does not  
  constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

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 TORs listed in Annex II 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 assignment | 100 |  | 30% |  | |
| Work plan/time scales given in the proposal and its adequacy to meet the project objectives | 100 |  | 20% |  | |
| Professional experience and expertise of the consultants that will be employed to conduct the evaluation (CVs, etc.)  o   Team leader with minimum 10 years’ experience – 50 points  o   Team members with minimum 7 years’ experience – 30 points  o   Other team members (less than 5 years’ experience) – 20 points | 100 |  | 20% |  | |
| Specific experience and expertise relevant to similar project evaluation, experience of collaboration with any UN agencies | 100 |  | 15% |  | |
| Profile of the institution, quality of the technical proposal (clarity, language, compliance with requirements etc.) | 100 |  | 15% |  | |
| *Grand Total All Criteria* | 500 |  | 100% |  |

The first page of the technical proposal should list out the table of content as follows:

**Technical proposal - Table of content**

**Description Page number**

01. Introduction to the Institution and profile 01

02. Composition of the team, distribution of tasks and their CVs addressing specific experiences and expertise relevant to the assignment

03. Objective of the proposal, technical approach to the assignment (methodology and time frame)

04. Details of the similar assignments/experiences (please attach photos as annexures)

05. Annexures (Company registration, recently audited accounts statement, etc…)

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 |
| Partially meets the requirements | 1 – 69 |
| 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 60 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 provided in the quotation. 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**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract on a fixed-cost basis to the Bidder(s) that obtain the highest total score.

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**

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

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 or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Representative Mr. Kunle Adeniyi at [adeniyi@unfpa.org](mailto:adeniyi@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).

PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/LKA/RFQ/22/01 |
| **Currency of quotation :** | LKR |
| **Delivery charges based on the following 2010 Incoterm:** | Choose an item. |
| **Validity of quotation:**  *(The quotation must be valid for a period of at least 3 months after the submission deadline* |  |

* 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]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Number & Description of Staff by Level | Hourly Rate | Hours to be Committed | Total |
| 1. Professional Fees | | | | | |
|  |  |  |  |  |  |
| *Total Professional Fees* | | | | | $$ |
| 1. Out-of-Pocket expenses (if applicable) | | | | | |
|  |  |  |  |  |  |
| *Total Out of Pocket Expenses* | | | | | $$ |
| ***Total Contract Price***  *(Professional Fees + Out of Pocket Expenses)* | | | | | $$ |

*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/22/01 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)

**ANNEX II:**

**Terms of Reference**

***End of Project Evaluation***

**Introduction**

The United Nations Population Fund (UNFPA) is the United Nations Sexual and Reproductive Health agency. UNFPA’s goal is to achieve universal access to Sexual and Reproductive Health, realize Reproductive Rights, and reduce maternal mortality to accelerate progress on the agenda of the Programme of Action of the International Conference on Population and Development (ICPD), to improve the lives of women, adolescents and youth, enabled by population dynamics, human rights and gender equality.

UNFPA strives to achieve its vision and mission through three transformative results,

1. Zero Maternal deaths

2. Zero unmet need for family planning

3. Zero Gender-Based Violence and all harmful practices

These results act as guiding points for UNFPA to facilitate a world in which every girl, woman and young person has the opportunity to exercise their human rights and transform their future. Over the past 50+ years, UNFPA Sri Lanka has been supporting the Government of Sri Lanka, to strengthen the delivery of Sexual and Reproductive Health Services in the country ensuring that SRHR remains at the core of the Population and Development Agenda.

Aligning with UNFPA’s global transformative results and to accelerate Sri Lanka’s commitment towards the United Nations Security Council Resolution 1325 - Women, Peace and Security (WPS); The Project for the improvement of Access to Information and Services of Sexual and Reproductive Health and Rights and Gender-Based Violence for Women and Young People, best known as PROMISES, funded by the Government of Japan was initiated in 2019 under UNFPA Sri Lanka.

Implemented over three years, PROMISES aims to support the Government of Sri Lanka, specifically the Ministry of Health, Ministry of Education and the State Ministry of Women and Child Development, Pre-Schools & Primary Education, School Infrastructure & Education Services to improve access to information and services of Sexual and Reproductive Health and Sexual and Gender-Based Violence especially for women and young people.

***Rationale***

PROMISES project period is ending in June 2022 and in line with the UNFPA evaluation policy, UNFPA Sri Lanka is planning to conduct an external third party evaluation of the overall project. The purpose of this evaluation is to measure the output, outcome and impact level across the three main result areas under the PROMISES project.

***Purpose and objectives***

This assignment is carried out to establish and document the impact and effectiveness of project interventions to render accountability to donors. The evaluation is expected to provide and analyze data based on the OECD’s six evaluation criteria: relevance, effectiveness, efficiency, impact, coherence and sustainability. The findings and recommendations will contribute to a learning process that would enable UNFPA Sri Lanka to draw lessons from its experience of carrying out the PROMISES project, which worked to improve access and quality of SRHR and SGBV services and information in Sri Lanka. Further, the evaluation will assess the extent to which the outcomes of the project have been achieved using the evaluation criteria. The final evaluation will document the new knowledge and important lessons learned for the purposes of advocacy, action, lobbying, and influence.

The evaluation will also help to assess the effectiveness and accountability to the beneficiaries and the mechanisms that were used during the project implementation period.

The evaluation will cover all interventions in the **three results areas of the PROMISES,** which would be;

*Result 1: Family Planning rebranded and repackaged to encompass a human rights-based approach,*

*Result 2: Women and Youth-friendly health centres (WYFHC) and FP programmes are better resourced and equipped to address young people's & women's (specifically those in the higher reproductive age groups) right to access information, education, and health services and*

*Result 3: Capacity of existing shelters for SGBV survivors are strengthened both in terms of infrastructure and comprehensive service provision which have been implemented in the areas stated in “Background and Purpose of Consultancy”*

In addition, the evaluation will also cover cross-cutting issues, such as human rights, gender equality, disability and peace and reconciliation. Other project management aspects, including coordination, monitoring and evaluation, innovation, resource mobilization, strategic partnerships, advocacy and capacity development, would also be subjected to the assessment.

***Scope of the Evaluation***

* Conduct a desk review of background information and documentation on the country context and the Project (incl. collected information through CCA, CPE, UNSDCF and other UN’s official documents, bibliography and resources in the ToR)
* Draft an inception report which includes components of desk review results, an evaluation design, approach and methodology, theory of change, evaluation tools and questions, an evaluation matrix, final stakeholder map and sampling strategy, and work plan. The inception report should be developed in alignment with the OECD’s evaluation criteria (relevance, efficiency, effectiveness, coherence, impact and sustainability).
* Present the draft report for comments and feedback to UNFPA and select the best approach to precisely evaluate project outcomes and impacts.
* Revision of the draft report and submit the final version for approval to UNFPA.
* Conduct relevant inception Meetings with IPs and relevant stakeholders for data collection.
* Identify all the preparatory work, such as acquiring the necessary approval process and arrangements for data collection from IPs and key stakeholders and share it with UNFPA for further actions
* Conduct Individual meetings with relevant project staff at UNFPA.
* Carry out extensive Qualitative and Quantitative Data Collection (incl. Service users, Community feedback survey, interviews with key informants, site visits for direct observation, focus group discussions, desk review and in-depth case studies etc.)
* Analyze both qualitative and quantitative data utilizing qualitative and quantitative data analysis methods to describe the outcomes and impact created through the project implementation following the quality assurance plan developed by UNFPA
* Conduct a briefing meeting to present emerging findings and preliminary conclusions after data collection with UNFPA.
* Draft the evaluation report and submit it to UNFPA for feedback.
* The final evaluation report (incl. annexes) to be submitted to UNFPA for approval.
* Present results in a creative manner utilizing data visualization techniques to describe changes and impacts brought by the project interventions extracted from both qualitative and quantitative data. Especially qualitative data should be focused and properly analyzed to articulate results of the project from the beneficiary's and partners’ perspectives.
* Assess the current IPs in terms of organizational capacity, advantages, risks, and areas for improvement for the future partnership to review both aspects of program management and delivering results.

***Indicative timeframes and deliverables***

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Deliverables** | **Expected date of**  **completion** | **Payment terms and time frame** |
| 1 | Signing of the contract | April 2022 | N/A |
| 2 | * Conduct a Desk review on the PROMISES project and other related topics * Draft an evaluation design an inception report * Presenting of the draft inception report for comments and feedback * Recommend evaluation report template adopting UNFPA guidelines * Ensuring approval process and take necessary actions coordinating with IPs and key stakeholders for data collection * Submit a final draft inception report to UNFPA for their approval. | April 2022 | 30% of the contract fee, upon receipt and approval of the inception report by UNFPA. |
| 3 | * Organize meetings and conduct interviews with relevant parties for data collection. * Conducting Qualitative and Quantitative Data Collection and analysis * Conduct a Debriefing meeting to present initial findings and preliminary conclusions after data collection | May – 1st week of May 2022 | 30 % of the contract fees, upon submission and approval by UNFPA. |
| 4 | * Draft the evaluation report and submit it to UNFPA * Based on the comments of UNFPA, finalize the evaluation report and submit it to UNFPA. * Development of the presentation and information sheet of the results, key findings and recommendations. * Data visualizations of the key findings * Share the folders with the collected data * Final approved report | 3rd week of June 2022 | 40% of the contract fees, upon approval of the final evaluation report and the PPT presentation of the evaluation results. |

***Project Completion & Liquidation Damages***

The assignment must be completed within the above timelines. The firm must take into consideration all potential causes of delays including the Covid-19 pandemic into account, and have a contingency plan and a buffer time/capacity in place to deliver on or before the deadline. Standard liquidation damages clauses of UNFPA shall apply, for delays in completing the assignment.

***Travel Costs***

The travel costs would not be paid separately. Therefore, it should be included in the total quoted fee for the assignment. Travel can be decided based on the availability of travel schedules and compliance with COVID-19 travel guidelines and restrictions. Travel costs should be shown separately on the financial bid.

***Qualifications***

The evaluation team comprising a team leader, thematic experts (detailed below) and assistants will need to have the following expertise, qualifications, competencies and language requirements.

**Team leader**

* + Master’s degree in public health, social sciences, demography or population studies, statistics, development studies or a related field.
  + 10 years of experience in conducting or managing evaluations, including evaluation of programmes in humanitarian contexts.
  + Extensive experience in leading complex evaluations commissioned by United Nations organisations and/or other international organisations and NGOs.
  + Demonstrated expertise in one of the thematic areas to be covered by the evaluation (see expert profiles below).
  + In-depth knowledge of theory-based evaluation approaches and ability to apply qualitative and quantitative data collection methods and uphold high-quality evaluation standards as defined by UNFPA and UNEG.
  + Solid knowledge of humanitarian strategies, policies, frameworks and international humanitarian law and humanitarian principles, as well as the international humanitarian architecture and coordination mechanisms.
  + Ability to ensure ethics and integrity of the evaluation process, including confidentiality and the principle of do-no-harm.
  + Ability to consistently integrate human rights and gender perspectives, and disability inclusion in all phases of the evaluation process.
  + Excellent management and leadership skills to coordinate the work of the evaluation team, and strong ability to share technical evaluation skills and knowledge.
  + Ability to supervise a young and emerging evaluator, create an enabling environment for her/his meaningful participation in the work of the evaluation team, and provide guidance and support required to develop her/his capacity.
  + Experience working with a multidisciplinary team of experts.
  + Excellent ability to statistically analyze and synthesize large volumes of data and information from diverse sources.
  + Excellent interpersonal and communication skills (written and spoken).
  + Work experience in/good knowledge of the region and the national development context Sri Lanka.
  + Fluent in written and spoken English and Sinhala or Tamil.

**SRHR/ Adolescent and Youth SRHR/Gender-Based Violence expert**

* + Master’s degree in public health, medicine, health economics and financing, epidemiology, social sciences or a related field.
  + 5 years of experience in conducting evaluations, reviews, assessments, research studies or M&E work in the field of international development and/or humanitarian assistance.
  + Substantive knowledge of SRHR, including HIV and other sexually transmitted infections, maternal health, and family planning with a focus on adolescent and youth SRHR, including Comprehensive Sexuality education (CSE).
  + Good knowledge of humanitarian strategies, policies, frameworks and international humanitarian law and humanitarian principles, as well as the international humanitarian architecture and coordination mechanisms.
  + Ability to ensure ethics and integrity of the evaluation process, including confidentiality and the principle of do-no-harm.
  + Ability to consistently integrate human rights and gender perspectives in all phases of the evaluation process.
  + Solid knowledge of evaluation approaches and methodology and demonstrated ability to apply qualitative and quantitative data collection and analysis skills.
  + Excellent analytical and problem-solving skills.
  + Experience working with a multidisciplinary team of experts.
  + Excellent interpersonal and communication skills (written and spoken).
  + Work experience in/good knowledge of the national development context Sri Lanka
  + Familiarity with UNFPA or other United Nations organizations’ mandates and activities will be an advantage.
  + Fluent in written and spoken English and Sinhala or Tamil (Ability to work in all three languages is an added value)

**Young/emerging expert**

* + Master’s degree in women/gender studies, human rights law, social sciences, development studies or a related field.
  + At least 2 years of experience in conducting evaluations, reviews, assessments, research studies or M&E work in the field of international development and/or humanitarian assistance.
  + Substantive knowledge on gender equality and the empowerment of women and girls, GBV and other harmful practices, such as female genital mutilation, early, child and forced marriage, and issues surrounding masculinity, gender relationships and sexuality.
  + Good knowledge of humanitarian strategies, policies, frameworks and international humanitarian law and humanitarian principles, as well as the international humanitarian architecture and coordination mechanisms.
  + Ability to ensure ethics and integrity of the evaluation process, including confidentiality and the principle of do-no-harm.
  + Ability to consistently integrate human rights and gender perspectives in all phases of the evaluation process.
  + Solid knowledge of evaluation approaches and methodology and demonstrated ability to apply qualitative and quantitative data collection methods.
  + Excellent qualitative and quantitative analytical and problem-solving skills.
  + Experience working with a multidisciplinary team of experts.
  + Excellent interpersonal and communication skills (written and spoken).
  + Familiarity with UNFPA or other United Nations organizations’ mandates and activities will be an advantage.
  + Fluent in written and spokenEnglish and Sinhala or Tamil (Ability to work in all three languages is an added value)

**Note:** The evaluation team leader beyond her / his responsibilities as team leader, will serve as a technical expert for one of the 3 thematic areas of the SRP described above.

**Budget Rage: LKR 4,500,000.00 to LKR 5,400,000.00**

Budget range is provided to help and guide the bidders to determine the quality of service required, the complexity of the required services, and how much resources and/or money they should invest in carrying out the assignment and in responding to the procurement opportunity. The selection process is solely based on the evaluation and award parameters published in the solicitation document. Budgets are for information purposes only; they do not constitute encouragement for bidders to increase their price.

1. <http://www.timeanddate.com/worldclock/city.html?n=69> [↑](#footnote-ref-1)