Date: *October 17, 2021*

REQUEST FOR QUOTATION

RFQ Nº UNFPA/LKA/RFQ/21/08

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**Development of provincial youth policies and costed action plans**

UNFPA requires the services of an institution to develop provincial youth policies and costed action plan.

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 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. Ishika Millaniyage* |
| Tel Nº: | *+94702553366* |
| Email address of contact person: | *prabodhi@unfpa.org* |

The **deadline for submission of questions is Thuesday, 23th November 2021 at 4:00 PM Sri Lanka time**. Questions will be answered in writing and shared will 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 the 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 advanced.

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 **Thursday, November 25th 2021 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/21/08 – 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/21/08 – 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 of the consultants that will be employed to the assignment proving demonstrated expertise in policy development and knowledge of the national youth policy and results frameworks, and experience working closely with national, and provincial level public authorities related processes (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 the assignment, 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 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 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 Officer-In-Charge Ms. Sharika Cooray at [cooray@unfpa.org](mailto:cooray@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/21/08 |
| **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* | | | | | $$ |
| 1. Any other expenses (if applicable) | | | | | |
|  |  |  |  |  |  |
| *Total any other Expenses* | | | | | $$ |
| ***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/21/08 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**

**Development of provincial youth policies and costed action plans**

***Background***

The UNFPA 2018-2022 country programme is committed to creating opportunities for young people to participate in national development and peacebuilding processes with the knowledge and skills to make informed choices about their sexual and reproductive health and reproductive rights. It aims to create an enabling environment through advocacy, policy dialogue and empowerment so that young people can enjoy their sexual and reproductive health and reproductive rights, including by: (a) capacity development of youth organizations to participate meaningfully in policy dialogue and peacebuilding; (b) advocacy and support to the participatory development and monitoring processes of national and subnational youth policies; and (c) roll-out of comprehensive sexuality education.

***Rationale***

With youth accounting to nearly a quarter of Sri Lanka’s population, currently, their role in the nation building process is essential. To reap the benefits of this demographic dividend, UNFPA Sri Lanka is supporting national, sub-national institutions and other partners to take an integrated, evidence-based approach for the delivery of youth and adolescents friendly reproductive health services and ensure fulfilment of their associated rights. Under its ‘Youth Policy Programme’ framework, UNFPA Sri Lanka is providing technical support to national and sub-national institutions to create an enabling environment for young people to participate in decision making and take a leading role in contributing toward peace and Sustainable Development, and empower young people through Comprehensive Reproductive Health Education and associated rights.

***Purpose***

The purpose of this consultancy is to develop provincial level youth policies and costed action plans that can contribute to, and be implemented in conjunction to the national youth policy, taking into account the provincial level youth development priorities, resources, support and services available.

***Objective***

To enhance young people’s opportunities to participate in national development and peacebuilding processes with the knowledge and skills to make informed choices about their sexual and reproductive health and reproductive rights and aim to:

* Increase in the number of laws, policies and programmes that allow adolescents access to sexual and reproductive health information and services.
* Enhance the National education curriculum to incorporate comprehensive, gender-responsive reproductive health education for Grade 1-13.
* Increase in the number of Youth Platforms engaged with the State on peacebuilding.

***Scope of the assignment***

Provide technical support and work closely with provincial councils and relevant departments to draft policies and action plans;

* Conduct briefing for the relevant provincial authorities
* Establish provincial level steering committees to facilitate the youth policies and action plans development process.
* Conduct stakeholder consultations in coordination with the steering committees and relevant local level government agencies to draft the youth policies and costed action plans for Western and Sabaragamuwa provinces.
* Develop cost estimates for the existing action plans for Northern, Eastern, Southern, and Central Provinces.
* Facilitate the approval of the drafted youth policies and the costed action plans.

***Process and Methodology***

1. Gather provincial policy recommendation through stakeholder consultations.
2. Appoint a steering committee at the provincial level and draft the provincial youth policies.
3. Seek approval of the provincial council for the draft youth policies.
4. Conduct stakeholder consultations to develop costed action plans in line with the approved youth policies.
5. Steering committee reviews the draft costed action plans and set priorities.
6. Provincial council approves the costed action plans and allocate resources from annual budgets.

***Indicative time frame***

All tasks outlined in the ‘scope of the assignment’ section need to be completed within the time frame of 06th December 2021 – 30th June 2022.

Upon signing of the contract;

* Submission of detailed work plan and completion of key meetings with UNFPA to understand the scope of the assignment –10th December 2021 – 20% payment
* Submission of finalized cost estimates for existing provincial action plans – 15th January 2022 - 30% payment
* Completion of Stakeholder consultations and draft provincial youth policies and costed action plans for Western and Sabaragamuwa provinces – 30th April 2022 - 30% payment
* Submission of finalized provincial youth policies and costed action plans – 30th June 2022 - 20% payment

***Travel Costs***

Travel is expected within Colombo for in-person meetings and within the assigned provinces for data collection, stakeholder consultations and meetings with relevant

local government agencies. Out of province travel costs will be covered in line with UN standard rates for each province where work is undertaken.

It is anticipated that the assignment will be undertaken by a consulting firm with policy development experience, expertise in youth, gender, in the human-rights based approach, and an understanding of socio-cultural and economic determinants of national and provincial development.

***Qualifications***

The consultant team must offer the following demonstrated experience, knowledge and competencies:

* Significant knowledge and experience of policy development concepts and approaches
* Good knowledge of the national youth policy and results frameworks, and experience working closely with national, and provincial level public authorities.
* Excellent consultation and involvement skills
* Recent experience with youth and gender equality issues and knowledge of mainstreaming gender equality into policies, programming and development
* Sound understanding of the Human Rights Based Approach to development
* Considerable experience working on development issues in developing countries
* Facilitation skills and skills in involvement of diverse and inter-disciplinary stakeholders
* Strong quantitative and qualitative data collection and analysis skills
* Language skills in English, Sinhala and Tamil
* Excellent analytical and communication skills
* Excellent writing and reporting skills
* Computer literacy in Word, Excel and PowerPoint
* Postgraduate qualifications in public policy, economics, social sciences and youth development

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