Date: *December,18, 2020*

REQUEST FOR QUOTATION

RFQ Nº UNFPA/LKA/RFQ/20/21

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Assessment of National Shelters”.**

Sexual and Gender-based violence (SGBV) is a life-threatening, global health and human rights issue that violates international human rights law and principles of gender equality. In Sri Lanka, according to Well Women Survey in 2019, 24.9% of women have experienced physical and/or sexual violence by intimate or non-partner. 1 However, the prevalence rate varies within the different districts for example in Batticaloa and Kilinochchi, half of the female population indicated to be affected. 2 As evidence highlights the needs of women and girls who have experienced violence are complex and to address these needs a multi sectoral response is essential. Shelters play a key role in the recovery, rehabilitation and reintegration of victims and survivors of SGBV. They address the health needs, provide psychosocial support, and restore the dignity of the survivors. To ensure the wellbeing and recovery of the women and girls, availability and accessibility of quality care within these shelters are critical.

The UNFPA conducted a rapid assessment of “Mapping of social services sector for the prevention and

response to sexual and gender based violence affecting women and girls” in 2019 which illustrated many challenges. The assessment highlighted the lack of a comprehensive mapping of shelters that are available and accessible for survivors of SGBV and the lack of central regulatory framework to monitor such shelters. Additionally, the study recommended to develop protocols/guidelines/ standard operating procedures to strengthen inter and intra-sectoral coordination mechanism to enable equitable nation-wide service coverage.

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)

1. **Questions**

Questions or requests for further clarifications about the TOR or scope of work should be submitted in writing to the contact person below:

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | Ms. Marina Akurugoda |
| Mobile Nº: | +94711854034 |
| Email address of contact person: | akurugoda@unfpa.org |

The deadline for submission of questions is **12 January 2021, 4.00 p.m., Sri Lankan 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. Technical proposal, in response to the requirements outlined in the TOR (Annex II) and in accordance with the technical evaluation criteria set forth in Section V below.
2. Price quotation, to be submitted strictly in accordance with the price quotation form.

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

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 contact person indicated below no later than: **Wednseday, 20 January 2021 at 5:00 PM Sri Lankan Time**[[1]](#footnote-1).

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

The technical proposal and price quotation should be submitted as separate PDF documents in a single email as follows:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/LKA/RFQ/20/21 – Assessment of National Shelters. 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 may 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.
* The first page of the technical proposal should be the table of content.
* 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 service requirements /TOR 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 |  | 20% |  | |
| Work plan/time scales given in the proposal and its adequacy to meet the project objectives | 100 |  | 20% |  | |
| Demonstrated expertise/experience of the agency/research institution in conducting similar assessments and surveys | 100 |  | 20% |  | |
| Composition of the team and professional experience of the team members that will be employed:  o   Team leader – 50  o   Team member – 30  o   Other team members – 20  (CVs should be attached) | 100 |  | 25% |  | |
| Profile of the research institution, relevance to the Project, experience of collaboration with a UN agency and quality of 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 Organization - Company profile 01

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

03. Objective of the proposal and time frame

04. Details of the similar assessment experiences (please attach photos as annexures, if available)

05. Technical approach to the proposal (methodology, timeline)

06. Annexures (Company registration, recently audited accounts statement, photos, etc)

The following scoring scale will be used to ensure objective evaluation of the technical proposal:

|  |  |
| --- | --- |
| **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 Representative Ms. Ritsu Nacken, Representative at nacken@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/20/21 |
| **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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Number & Description 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***  *(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/20/21 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 – Scope of work**

***TOR - National shelter assessment***

***Background***

Sexual and Gender-based violence (SGBV) is a life-threatening, global health and human rights issue that violates international human rights law and principles of gender equality. In Sri Lanka, according to Well Women Survey in 2019, 24.9% of women have experienced physical and/or sexual violence by intimate or non-partner. [[2]](#footnote-2) However, the prevalence rate varies within the different districts for example in Batticaloa and Kilinochchi, half of the female population indicated to be affected.[[3]](#footnote-3)As evidence highlights the needs of women and girls who have experienced violence are complex and to address these needs a multi sectoral response is essential. Shelters play a key role in the recovery, rehabilitation and reintegration of victims and survivors of SGBV. They address the health needs, provide psychosocial support, and restore the dignity of the survivors. To ensure the wellbeing and recovery of the women and girls, availability and accessibility of quality care within these shelters are critical.

The UNFPA conducted a rapid assessment of “Mapping of social services sector for the prevention and response to sexual and gender based violence affecting women and girls” in 2019 which illustrated many challenges. The assessment highlighted the lack of a comprehensive mapping of shelters that are available and accessible for survivors of SGBV and the lack of central regulatory framework to monitor such shelters. Additionally, the study recommended to develop protocols/guidelines/ standard operating procedures to strengthen inter and intra-sectoral coordination mechanism to enable equitable nation-wide service coverage.[[4]](#footnote-4)

***Rationale***

the National Action Plan to address SGBV has highlighted the need to “strengthen services of existing shelters to new areas and ensure effective implementation protocols, guidelines and management” of shelters.[[5]](#footnote-5) Additionally, one study revealed that there are 229 organization/branches provide domestic violence intervention services in Sri Lanka.[[6]](#footnote-6)

The importance of shelters has been spotlighted since the pandemic and lockdown and restrictions imposed on mobility, which resulted in 30% of increment in SGBV reports globally.[[7]](#footnote-7) In Sri Lanka domestic violence helplines and shelters reported a rise in calls received from victims and survivors. The Women in Need (shelter) had received a total of 341 calls during the period of lockdown (23rd March -22nd April) from victims of domestic violence and/or loved ones requiring guidance, referrals and counseling. Additionally, the Chief Nurse of the National Hospital noted the increase in the number of female victims of domestic violence who were admitted to the accident ward during the first 3 days of lockdown. To respond the emerging needs effectively, the UN Secretary General’s ‘Policy Brief: The Impact of COVID-19 on Women’ recommended to prioritize implementation measures as follows;

1) Integrating prevention efforts and services to respond to violence against women into COVID-19 response plans

2) Designating domestic violence shelters as essential services and increasing resources to them, and to civil society groups on the front line of response

3) Expanding the capacity of shelters for victims of violence by re-purposing other spaces[[8]](#footnote-8)

In this regards, a comprehensive national shelter assessment is needed to identify the needs, structural challenges and capacity gaps among the existing shelters which provide services for the SGBV victims. The assessment is needed to further develop and ensure the protocols/guidelines/standard operating procedure, especially during the pandemic and in response to other emerging needs.

***Purpose and objectives***

Drawing from the Rapid Assessment on “Mapping of social services sector for the prevention and response to sexual and gender based violence affecting women and girls” and in line with the Policy Framework and National Plan of Action Plan to address SGBV, the assessment will:

* Identify availability and accessibility of shelter services for women and girls who are survivors and victims of SGBV within the existing coordination mechanism among the different sectors including the health, police, justice, social services, CSOs and other community based groups at community, regional and national levels. All the institutions functioning as shelter for the victims of violence are eligible for this assessment.
* Identify existing gaps in capacities and response to SGBV victims based on Essential Service Package for Women and Girls Subject to Violence Core Elements and Quality Guidelines[[9]](#footnote-9)
* Identify issues related to financial constrains
* Describe shelters’ operation and management from the perspectives of victims and shelter staff
* Clarify the structural challenges and capacity gaps within and around the shelter which will reflect on the development of protocols/ guidelines/ standard operating procedure.

The result of this assessment will be used to develop protocols/ guidelines / standard operating procedure of those shelters and to inform programmatic interventions and advocacy for effective interventions to improve service quality and equitability.

***Scope of the assessment***

It is anticipated that the assessment will involve work at all provinces of Sri Lanka; shelter assessment including interviewing and reviewing at existing shelters not only registered ones but also any safe houses functioning as shelter.

Key tasks of the consultant company would be;

* Development of an inception report inclusive of comprehensive methodology and work schedule.
* Development and finalization of questionnaire framework and assessment tools:
  + Shelter facility assessment survey questionnaire
  + Semi structured questionnaire for individual interview to the SGBV survivors and victims
  + Semi structured questionnaire for FGDs
  + Key informant interviews taking into account qualitative and quantitative analysis
* Desk review report on the issues prevalent for the triangulation of the findings.
* Data collection plan including the training of enumerators
* Production of a final detailed report and executive summary section with key findings and recommendations
* Creating one-page factsheet on the assessment and recommendations (leaflet/ pamphlet)
* Submitting minutes of two briefing session for UNFPA and partners on the findings.
* Preparing for and submitting soft copies of quantitative database (excel or SPSS) and qualitative findings as transcripts (in English)

Responsibilities

* The responsibilities of the consultant company are to complete the assignments according to TOR in a timely manner and with an assured quality. All the raw data collected during the assessment would be transferred to UNFPA at the end of the contract period.

***Indicative time frames and deliverables***

|  |  |  |  |
| --- | --- | --- | --- |
| # | Deliverables | Expected date of  completion | Payment terms and time frame |
| 1 | * Inception Report including work schedule and methodology * Development and finalization of shelter assessment survey questionnaire, questionnaire for GBV victims, semi structured questionnaire of FGS Guide, and KII Questionnaire. | Jan 2021 | 30% of the contract fee, upon submission and approval by UNFPA. |
| 2 | * Conduct training for enumerators / interviewers on data collection * Completion of data collection and desk review * Soft copies of quantitative database (excel or SPSS) and qualitative findings as transcripts (in English) * Presentation of the findings and recommendations based on feedback from Women’s Bureau/UNFPA before finalizing the report | April 2021 | 30% of the contract fee, upon submission and approval by UNFPA. |
| 3 | * Finalization of the Report * Work-shop on findings * Printing of the report including | July 2021 | 40 % of the contract fees, upon submission and approval by UNFPA. |

***Travel Costs***

The travel costs would not be paid separately, therefore, it should be included in the total consultation fee.

***Qualifications***

This assignment is a national level assessment which needs an incorporated consultancy firm /company to collect data from all the facilities functioning as safe shelters in the given time frame. Therefore, the consultant team/company must have capacity to formulate nationwide assessment with fully competent research lead, a research assistant, and well trained data collectors.

The lead consultants should have:

* Master’s degree in statistics, social science, international development, public administration, public health or other relevant subjects
* Experience on conducting gender assessments or similar work in Sri Lanka
* Knowledge and understanding of protection issues especially gender and SRHR & SGBV, particularly in the Sri Lankan context
* Understanding of the gender issues in Sri Lanka
* Proven Experience with field research, both quantitative and qualitative data collection principles, methods and analysis. Special focus to be given for skills on qualitative research / qualitative data analysis methods.
* Licensed research and data analysis capacity of using software, such as Cobo Tool Box, SPSS, STATA etc.
* Excellent analytical ability to triangulate data in order to draw evidence based recommendations
* Strong ability to engage government officials and service providers
* Excellent English writing skills are required with very good Sinhala and Tamil medium language competencies for data enumerators
* Exposure in working with UN, international donor and government ministries
* Experience in leading a research team and guiding the team members to ensure effective and ethical data collection processes and high-quality data analysis

Required technical capacity

* Experience and knowledge of subject matter: a) At least 5 years’ experience in similar assignment in Sri Lanka; b) Specific experience of working on protection issues including GBV, SRHR; c) At least two examples of similar/ related assignment conducted in the past would be preferable
* Proposed Methodology and approaches: a) Adequate understanding of proposed methodologies and approaches that will be employed according to term of references; b) Critical understanding of aspects of on protection issues including GBV, SRHR of women and girl; c) including the ethical considerations
* Institutional capacity: a) Adequate infrastructure for the assignment such as computer, human resources, etc, b) arrangement of Tamil and Sinhalese translators

1. <http://www.timeanddate.com/worldclock/city.html?n=69> [↑](#footnote-ref-1)
2. Department of Census and Statistics, 2019, Women’s Wellbeing Survey – 2019, Sri Lanka, http://www.statistics.gov.lk/Resource/refference/WWS\_2019\_Final\_Report [↑](#footnote-ref-2)
3. Department of Census and Statistics (Sri Lanka), ICF International. Sri Lanka Demographic and Health Survey 2016, http://ghdx.healthdata.org/record/sri-lanka-demographic-and-health-survey-2016 [↑](#footnote-ref-3)
4. Policy Framework and National Action Plan to Address SGBV in Sri Lanka, 2016-2020, Ministry of Women and Child Affaires. [↑](#footnote-ref-4)
5. Dr. Thiloma Munasinghe, “Mapping of social services sector for the prevention and response to sexual and gender based violence affecting women and girls”, June 2019, unpublished manuscript [↑](#footnote-ref-5)
6. International Centre for Ethnic Studies (ICES) and Women Defining Peace (WDP), 2012, An Exploratory Mapping of Domestic Violence Intervention Services in Sri Lanka, http://ices.lk/wp-content/uploads/2018/07/Domestic-Violence-1.pdf [↑](#footnote-ref-6)
7. UNWOMEN, Violence against women and girls: the shadow pandemichttps://www.unwomen.org/en/news/stories/2020/4/statement-ed-phumzileviolence-against-women-during-pandemic [↑](#footnote-ref-7)
8. POLICY BRIEF: THE IMPACT OF COVID-19 ON WOMEN, https://asiapacific.unwomen.org/en/digital-library/publications/2020/04/policybrief-the-impact-of-covid-19-on-women [↑](#footnote-ref-8)
9. UN Women, UNFPA, WHO, UNDP and UNODC, ‘Essential services package for women and girls subject to violence’https://www.unwomen.org/en/digital-library/publications/2015/12/essential-services-package-for-women-and-girls-subject-to-violence [↑](#footnote-ref-9)