REQUEST FOR QUOTATION
RFQ N° UNFPA/AZE/RFQ/17/04

Date: May 1, 2017

Dear Sir/Madam,

UNFPA CO in Azerbaijan hereby solicits a quotation for the following service:

Raising community awareness and mobilizing youth for promoting the value of a girl child in Azerbaijan.

UNFPA partners with young people, helping them participate in decisions affecting them, enabling them to overcome barriers, spearhead innovations and unleash their full potential. The overall objective of the subject assignment is to contribute to preventive efforts addressing the phenomenon of sex selective abortions favoring male population in Azerbaijan in particular through active engagement of young adults/future fathers in community based awareness raising campaign to promote the value of a girl child.

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

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: UNFPA about us

II - Terms of Reference (ToR)

UNFPA, the United Nations Population Fund: Delivering a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled.

Gender based violence and discrimination constitute grave violations of human rights that not only affect the individual women concerned but also seriously harm the families, communities as well as entire societies. The instances of gender based discrimination including harmful practices are widespread and evolve into more complex forms that are targeting even the women that are yet to be born.

The Resolution of the Parliamentary Assembly of the Council of Europe (1829 (2011)) has highlighted the Republic of Azerbaijan among few European countries with the alarmingly high skewed sex ratios at birth caused by sex selective abortions favoring male population. The sex ratio at birth (SRB) or the secondary sex ratio usually ranges between 105-106 boys to 100 girls. The analysis of the statistical data on SRB obtained from the State Statistical Committee of Azerbaijan shows that the ratio of male to female population in the recent years is 114 boys to 100 girls.

The population projections held by UNFPA in 2014 with support from Hacettepe University Institute for Population Studies has revealed that the country will soon face the negative consequences of this skewed sex ratios. The study indicated that to mitigate the negative impact of this phenomenon to the future structure of population a massive advocacy and awareness raising campaign should be undertaken to
engage both the decision-makers and the population in general in the efforts aimed at combating the phenomena.

To complement the strategic interventions aimed at promoting the value of a girl child UNFPA Azerbaijan CO will partner with the Government of Azerbaijan and civil society actors to further contribute to preventive efforts addressing the phenomenon of sex selective abortions favoring male population in Azerbaijan by introducing a new conceptual framework, in particular through active engagement and mobilization of young adults/future fathers.

The activities will be implemented in the framework of the pilot project “Preventing Sex Selection Abortions: Men are here too for Gender Equality” funded by the Embassy of the Kingdom of Netherlands in Baku, Azerbaijan.

**Purpose:**

The overall objective is to contribute to preventive efforts addressing the phenomenon of sex selective abortions favoring male population in the Republic of Azerbaijan, through active engagement of young adults/future fathers in information sessions aimed at promoting gender sensitive and responsible fatherhood.

**Responsibility of the organizer:**

The agency subcontracted for the implementation of the subject assignment is to provide full organizational and logistical support to the activities listed below and will be specifically responsible for the following:

- To liaise closely with the UNFPA Country Office (CO) in Azerbaijan;
  - To organize and conduct the intensive 1 week ToT (training of trainers) for the selected group of young male trainers and activists who will be rolling out the information sessions in the regions/districts in close co-operation with UNFPA CO;
  - To identify among the participants of the ToT, in consultation with UNFPA CO, 8-10 most active and motivated individuals to act as local agents of change/trainers;
  - To conduct a pilot training for young male groups to polish the training methodology;
  - To develop a two-day training programme in close cooperation with UNFPA CO;
  - To identify potential trainees to attend information sessions in Baku and in the regions of Azerbaijan;
  - To ensure that the information sessions are fully based on the supporting material developed in close cooperation with UNFPA Azerbaijan CO;
  - To provide full organizational and logistical support for the 50 information sessions for young adults/future fathers (up to 20 persons per each information session) to engage them in the efforts to promote the value of the girl child in Baku and in the regions of Azerbaijan. This will include but not limited to the organization of a training venue, meals, coffee breaks, equipment provision, etc.;
  - Use creative techniques to organize info sessions – organizers are free/most welcome to propose the alternative format for conducting the awareness raising sessions subject to the approval of UNFPA Azerbaijan CO;
To provide UNFOA CO with the registration/participant list of the sessions;
- To provide the detailed information regarding increased sensitivity of the participants towards the issues taught (pre- and post-evaluation);
- To ensure visibility through social media networks and other means of communication;
- To provide UNFPA CO with the narrative and financial reports.

**Expected Deliverables:**

- One week ToT for potential trainers delivered;
- At least 8-10 most active and motivated individuals to act as local agents of change/trainers are selected among the participants of the ToT held;
- One pilot gender awareness information sessions for young male groups delivered to polish the training methodology;
- 50 information sessions for young adults/future fathers (up to 20 persons per each information session) conducted in Baku and in the regions of Azerbaijan;
- Up to 900 male youth covered by the information sessions on the role of youth in promoting value of a girl child;
- At least 90% of participants demonstrate increased knowledge about the training topic and commitment to promote the value of the girl child;
- Training materials/presentations, pre- and post-evaluation of the information sessions and comprehensive final reports (narrative and financial) submitted.

**Duration:** May 20 – September 30, 2017

**II. Questions**

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

<table>
<thead>
<tr>
<th>Name of contact person at UNFPA:</th>
<th>Ms. Yegana Ismailova</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel Nº:</td>
<td>+99412 4922470</td>
</tr>
<tr>
<td>Fax Nº:</td>
<td>+99412 4922379</td>
</tr>
<tr>
<td>Email address of contact person:</td>
<td><a href="mailto:Ismailova@unfpa.org">Ismailova@unfpa.org</a></td>
</tr>
</tbody>
</table>

The deadline for submission of questions is 10.05.2017, 10:00, Baku time. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

**III. Content of quotations**

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

a) **Technical proposal, in response to the requirements outlined in the service requirements / TORs.**

b) **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.
IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, 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, May 15, 2017 at 10:00 AM Baku time.**

<table>
<thead>
<tr>
<th>Name of contact person at UNFPA:</th>
<th>Ms. Yegana Ismailova</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address of contact person:</td>
<td><a href="mailto:Ismailova@unfpa.org">Ismailova@unfpa.org</a></td>
</tr>
</tbody>
</table>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ Nº 04/2017 – Raising Community Awareness and Mobilizing Youth for Promoting the Value of a Girl Child in Azerbaijan**.

- Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.

- The total e-mail size may not exceed 20 MB (including e-mail body, encoded attachments and headers). Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

V. Overview of Evaluation Process

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

VI. Award Criteria

UNFPA shall award a Purchase Order / Professional Service Contract to the lowest-priced most technically acceptable offer.

VII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

VIII. Payment Terms

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.

IX. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Audit and Investigation Services of UNFPA as well as with any other oversight entity authorized by the Executive Director of UNFPA 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 contract, and to debar and remove the supplier from UNFPA’s list of registered suppliers.
A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at UNFPA Investigation Hotline.

X. Zero Tolerance
UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: Zero Tolerance Policy.

XI. RFQ Protest
Bidder(s) perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may submit a complaint directly to the Chief, Procurement Services Branch at procurement@unfpa.org.

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 the Business Unit, Dr. Farid Babayev, UNFPA Assistant Representative at babayev@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.

XII. Disclaimer
Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).
## PRICE QUOTATION FORM

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
<th>Click here to enter a date.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of the quotation:</td>
<td></td>
</tr>
<tr>
<td>Request for quotation N°:</td>
<td>UNFPA/AZE/RFQ/17/04</td>
</tr>
<tr>
<td>Currency of quotation:</td>
<td>AZN</td>
</tr>
<tr>
<td>Validity of quotation:</td>
<td></td>
</tr>
<tr>
<td>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</td>
<td></td>
</tr>
</tbody>
</table>

- 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, also develop excel version]

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Number &amp; Description of Staff by Level</th>
<th>Hourly Rate</th>
<th>Hours to be Committed</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Professional Fees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Professional Fees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AZN</td>
</tr>
<tr>
<td><strong>2. Out-of-Pocket expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Out of Pocket Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AZN</td>
</tr>
<tr>
<td><strong>Total Contract Price</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AZN</td>
</tr>
<tr>
<td>(Professional Fees + Out of Pocket Expenses)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Vendor's Comments:**

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/AZE/RFQ/17/04 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.
ANNEX I:
General Conditions of Contracts:
De Minimis Contracts

This Request for Quotation is subject to UNFPA’s General Conditions of Contract: De Minimis Contracts, which are available in: English, Spanish and French