Date: October 11, 2022

REQUEST FOR QUOTATION

**RFQ Nº UNFPA/LBN/RFQ/2022/007**

**Review/ Assessment of Material for Development of GBV/SRH Integration Guide**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

UNFPA requires the provision of a multidisciplinary team services to determine the set of training modules required for each category of care providers (physicians, midwives, nurses, social workers, case managers, psychologists, outreach workers) under each of the 4 models elaborated in the GBV-SRH integrated package to develop their capacities and competencies ( core, technical and behavioral competencies). A multidisciplinary team with competencies in SRH and GBV is required to carry this task.

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

The proposal shall reach UNFPA’s email inbox of bids\_lbn@unfpa.org no later than [Oct 17, 2022 at 5:00 PM Beirut Time].

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)

**II – Service Requirements/Terms of Reference (ToR)**

Between 2017 and 2018, UNFPA Lebanon piloted a GBV-SRH integrated approach among 4 partners and consisting of a diverse service/information package including reproductive health, psychosocial support, GBV case management, safe space and legal services either on site and/or through identified referral pathways. The pilot approach was evaluated and demonstrated effective, timely and impactful results as well as improved SRH and GBV outcomes. Building on the pilot and evaluation of the approach, four models for integration were developed by UNFPA Lebanon in addition to an assessment tool that allows classification of health facilities under these models based on selective criteria. Moreover, UNFPA in collaboration with the Ministry of Public Health (MOPH) developed a guide on the main fundamental principles of GBV-SRH integration in health care facilities at primary health care level. In 2021, more than 350 health and social care providers were sensitized on the SRH/GBV integrated approach along with the models. In 2022 UNFPA Lebanon has rolled out the SRH/GBV integrated package in several health facilities and plans to expand the model with additional health care facilities.

To ensure proper and adequate integration of GBV in SRH services, personnel at the health care facility require a list of technical and non-technical skills and competencies to be able to provide quality care services. The set of competencies depends on the profile and nature of professional involvement of each of the concerned personnel as clearly articulated in the above-mentioned guide on the main fundamental principles of GBV-SRH integration in health care facilities at primary health care level.

Based on the above, this consultancy aims to determine the set of training modules required for each category of care providers (physicians, midwives, nurses, social workers, case managers, psychologists, outreach workers) under each of the 4 models elaborated in the GBV-SRH integrated package to develop their capacities and competencies ( core, technical and behavioral competencies). A multidisciplinary team with competencies in SRH and GBV is required to carry this task.

It should be noted that UNFPA Lebanon developed between 2000 and 2018 several training packages on SRH and GBV however not in an integrated manner, hence the outcome of this consultancy will contribute to ensuring a more coherent and complementary approach for reinforcing the integrated approach both theoretically and practically.

Below the set of tasks required:

1. **Preparing an action plan** with a timeline of activities to be carried out under this consultancy
2. **Conducting desk review** consisting of the following documents (in Arabic and English): a) GBV/SRH integrated resources developed by UNFPA Lebanon including the main fundamental principles of GBV-SRH integration in health care facilities at primary health care level, the 4 models, the evaluation of the GBV-SRH integration pilot project, the assessment tools etc), b) Training packages on SRH and GBV developed by UNFPA Lebanon prior to adopting the integrated approach, c) National RH guidelines, standard operating procedures and packages, d) International GBV standard operating procedures in addition to the contextualized GBV Essential Service Package, e) International Human Rights Instruments including the Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW), f) National Legal Frameworks (Laws/Legislations/Policies/Decrees) on GBV prevention and response in Lebanon, g) additional training material developed by UNFPA Lebanon such as adolescent counselling on RH, basic financial education for women, health care providers communication with GBV survivors, etc
3. **Conducting KII** with UNFPA partners implementing GBV-SRH integrated approach to better understand the training needs in each area
4. Based on (1), (2) and (3) above, **developing a framework** that determines the learning needs for each of the 4 models in the RH/GBV integrated package taking into consideration the required competencies for each group of service providers
5. **Proposing a training package/content/module** for each category of care/service providers and under each of the 4 models
6. **Identifying gaps in training resources** that need to be developed
7. **Presenting an analytical report** synthesizing the results of this review and including a matrix that presents the results as well as gaps in a visually structured manner

It is suggested that the multidisciplinary team entail experts in Sexual and Reproductive Health, Gender Based violence, Public Health and Education. Timeline to complete these tasks is 30 working days such as Oct 20th Oct till Dec 20, 2022

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Maguy Ghanem* |
| Tel Nº: | *96179151823* |
| Email address of contact person: | *maghanem@unfpa.org* |

The deadline for submission of questions is [October 20, 2022 COB]. 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 service requirements / TORs.
2. Price quotation, to be submitted strictly in accordance with the price quotation form.
3. CVs of the members of the multidisciplinary teams

Parts (a) and (b) 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 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: Wednesday Oct 17th at 5:00PM

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Maguy Ghanem* |
| Email address of contact person: | *bids\_lbn@unfpa.org* |

* The following reference must be included in the email subject line: RFQ Nº UNFPA/LBN/RFQ/2022/007 – Review/ Assessment of Material for Development of GBV/SRH Integration Guide. 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**

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. Price quotes will be reviewed only for bidders whose technical proposals achieve a minimum score of 65 points in the technical evaluation.

**Technical Evaluation**

Technical proposals will be evaluated based on their responsiveness to the service requirements listed in Section II Terms of Reference (TOR) 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 |
| --- | --- | --- | --- | --- |
| A. Technical approach, methodology and level of understanding of the objectives of the project | 100 |  | 25% |  |
| B. Profile of the company and its understanding of the requirement, and the qualifications in relevance to the Project.  | 100 |  | 15% |  |
| C. Proposed team structure : Professional experience of the staff that will be employed to the project proving demonstrated expertise in SRH, GBV, capacity development and other related processes (CVs, etc.) | 100 |  | 20% |  |
| D. Work plan/time scales given in the proposal and its adequacy to meet the project objectives  | 100 |  | 25% |  |
| E. Specific experience and expertise relevant to the assignment : Sample of previous work relevant to the required tasks under this TOR | 100 |  | 15% |  |
| *Grand Total All Criteria* | 500 |  | 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** |
| **Partially meets the requirements** | **50– 69** |
| **Does not meet the requirements or no information provided to assess compliance with the requirements** | **0-50** |

1. **Award Criteria**

UNFPA shall award a Professional Service Contract on a fixed-cost basis 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**

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 Head of the Business Unit [Ms Asma Kurdahi, Head of UNFPA Lebanon Office at kurdahi@unfpa.rog]. 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.

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).

# Annex B

#  Bidders Identification Form

**RFQ Nº UNFPA/LBN/RFQ/2022/007**

1. **Organization**

|  |  |
| --- | --- |
| Institution Name |  |
| Address, City, Country ,Telephone/FAX |  |
| Website |  |
| Date of establishment |  |
| **Legal Representative**: Name/Surname/Position |  |
| **Legal structure**: natural person/Co.Ltd, NGO/institution/other (please specify) |  |
| Areas of expertise  |  |
| A copy of legal status in Lebanon  |  |
| Years providing services to UNFPA/UN |  |
| VAT registration # |  |

1. **Expertise of Staff**

|  |  |
| --- | --- |
| Total number of staff |  |
| Number of staff involved in similar supply contracts |  |

1. **Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation**

|  |  |
| --- | --- |
| Name/Surname |  |
| Telephone Number (direct) |  |
| Email address (direct) |  |

P.S.: This person must be available during the next two weeks following receipt of bid

|  |  |
| --- | --- |
| Signature and stamp of the Bidder: |  |
| Name: |  |
| Title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |

# Annex C: Bidder’s Previous Experience

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Order No. & Date** | **Description[[1]](#footnote-1)** | **Client** | **Contact person, phone number, email address** | **Date of service** | **Contract Amount** | **Satisfactory completion** |
| **From** | **To** | **(Currency)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Indicate the description of products, services or works provided to their clients.

To be attached: Evidence (client’s letter or certificate) in support of satisfactory completion of above orders.

|  |  |
| --- | --- |
| Signature and stamp of the Bidder: |  |
| Name and title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |
| Date: |  |

Annex D: PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | **RFQ Nº UNFPA/LBN/RFQ/2022/007**  |
| **Currency of quotation :** | USD |
| **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 **inclusive VAT (VAT to be mentioned in LBP)**

Example Price Schedule below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Number & Description of Staff by Level | Daily Rate | Days to be Committed | Total |
| Professional Fees |
| 1 | Establishing a multidisciplinary team |  |  |  |  |
| 2 | Review of the training packages/ guidelines/ Standard operating procedures, Legal frameworks, GBV/SRH package pertaining to the consultancy  |  |  |  |  |
| 3 | Conducting KII with UNFPA partners including developing interview guide, data collection and analysis etc |  |  |  |  |
| 4 | developing a framework that determines the learning needs for each of the 4 models in the RH/GBV integrated package  |  |  |  |  |
| 5 | Proposing a training package/content for each category of care/service providers and under each of the 4 models |  |  |  |  |
| 6 | Identifying gaps in training resources  |  |  |  |  |
| 7 | Report writing (analytical report) |  |  |  |  |
| 8 | Presentation of deliverables |  |  |  |  |
| *Total Contract Price*  | $$ |
| *VAT* | LBP |

|  |  |
| --- | --- |
| Signature and stamp of the Bidder: |  |
| Name: |  |
| Title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |

Annex E: Proposal Quotation Form

The Technical quotation should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information

| **Criteria** |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A-Proposed Approach, Methodology, Timing and Outputs: 25%**Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person hours/days in each specialization that you consider necessary to carry out all work required. |  |
| **B.1 Your firm’s understanding of the requirements for services and the objective of this project, including assumptions: 10%**Include any assumptions as well as comments on the data, support services and facilities to be provided as indicated in the TOR or as you may otherwise believe to be necessary. |  |
| **B.2 Brief description of the firm and the firm’s qualifications: 5%**Providing information that will facilitate our evaluation of your firm/institution’s substantive reliability, such as catalogues of the firm, and financial and managerial capacity to provide the services |  |
| **C.1 Proposed Team Structure**: 5%The composition of the team that you would propose to provide to the assignment, and the work tasks (including supervisory) which would be assigned to each. An organogram/organization chart illustrating the reporting lines, together with a description of such organization of the team structure should support your Bid. |  |
| **C.2 Proposed Project Team Members**: 10%Attach the curriculum vitae of the senior professional member of the team and members of the proposed team. |  |
| **D.1 Detailed description of your proposed deliverables**. 5% |  |
| **D.2 Detailed project plan (Gantt chart) showing the required resources and support from your firm as well as from UNFPA. 15%** |  |
| **D.3 A list of tasks 5%** |  |
| **E. Why you would be qualified for this project (Similar reference deliverables, ideally with live examples). 20%**Sample of previous work relevant to the required tasks under this TOR |  |

**P.S** Bidder(s) should not include any information or indications related to their Financial Bid in their Technical Bid. Such action will definitely lead to disqualification of entire Bid.

**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)

1. Please indicate relevant contracts to the one requested in the RFP. [↑](#footnote-ref-1)