

Date: July 20, 2018

REQUEST FOR QUOTATION RFQ Nº UNFPA/MOZ/RFQ/18/007

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Implementation of Reality Check Approach in Zambézia and Nampula under Rapariga Biz Programme”

UNFPA requires the provision of for the implementation of a qualitative research named Reality Check in Zambezia and Nampula whereby the main deliverables are the i) Inception Report with protocol design and ii) the Reality Check Report (in both English and Portuguese languages in electronic versions).

This Request for Quotation is open to all legally-constituted companies and individual consultants 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)

Please, note attached Terms of Reference (ToR) - **Annex II**.

LLL. Questions

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

Name of contact person at UNFPA:	Dillys Dauane Buque
Tel Nº:	+258 21 494 469
Fax Nº:	+258 21 4935 77
Email address of contact person:	buque@unfpa.org

The deadline for submission of questions is **Tuesday, 31 July 2018, 12:00pm Maputo Time**. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

IV. Content of quotations

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

- Technical proposal, in response to the requirements outlined in the TORs. It is important to include the background of the company, the experience in similar projects, the legal status of the company.
- 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.

V. 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: **Thursday, August 9 2018, at 11:00am hours Maputo Time**

Name of contact person at UNFPA:	Dillys Dauane Buque
Tel N°:	+258 21 494 469
Fax N°:	+258 21 4935 77
Email address of contact person:	buque@unfpa.org

Please note the following guidelines for electronic submissions:

The following reference must be included in the email subject line: **RFQ N° UNFPA/MOZ/RFQ/18/007 – “Implementation of Reality Check Approach in Zambézia and Nampula under Rapariga Biz Programme”**.

- 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.

VI. 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 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 /TORs listed in Section 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 project	100		20%	
Work plan/time scales given in the proposal and its adequacy to meet the project objectives	100		20%	

Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.)	100		15%	
Specific experience and expertise relevant to the assignment	100		30%	
Profile of the company and relevance to the Project.	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	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:

$$\text{Financial score} = \frac{\text{Lowest quote (\$)}}{\text{Quote being scored (\$)}} \times 100 \text{ (Maximum score)}$$

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.

$$\text{Total score} = 70\% \text{ Technical score} + 30\% \text{ Financial score}$$

VII. Award Criteria

UNFPA shall award a Purchase Order / Professional Service Contract on a fixed-cost basis or ceiling prices basis/ to the lowest-priced technically acceptable offer.

VIII. 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.

IX. 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.

X. 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](#).

XI. 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](#).

XII. 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 Country Office Representative, Ms. Andrea M. Wojnar at wojnar@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Country Office Representative, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XIII. 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:

July 20, 2018

Request for quotation N°:

UNFPA/001/RFQ/2018/007

Currency of quotation :

USD

Delivery charges based on the following 2010 Incoterm:

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.

This is a sample price schedule form. Bidders may amend it accordingly. Also develop an excel version

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
1. Professional Fees					
Total Professional Fees					\$\$
2. Out-of-Pocket expenses					
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/MOZ/RFQ/18/007 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





United Nations Population Fund, Mozambique
Av. Julius Nyerere, 1419 Maputo; Mozambique
Telephone: +258 21 494469
Website: www.unfpa.org

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](#)

ANNEX II: TERMS OF REFERENCE (TOR)

Implementation of a Reality Check Approach in Zambezia and Nampula under Rapariga Biz Programme

1. Introduction

Girls and young women in developing countries face systematic disadvantages according to a wide range of indicators, including health and nutrition, education, protection, labor force participation and the burden of household tasks (Action for Adolescent Girls, UNFPA 2014).

Worldwide, an estimated 16 million girls between 15 and 19 years old give birth each year with 90% of those adolescent births among the 15-19 year olds occur within marriage (Girlhood, Not Motherhood, UNFPA 2015). For some girls and young women, pregnancy and childbirth are planned and wanted, but for millions of other women and girls this is unintended (Action for Adolescent Girls, UNFPA 2014). For some young women, pregnancy and childbirth are planned and wanted, but for millions of other women and girls this is unintended (Action for Adolescent Girls, UNFPA 2014).

Research shows that adolescence is the time where the most essential decisions shaping girls' lives are made, yet traditional youth programming tend to overlook the specific barriers and needs of the girls and young women. Therefore, it is fundamental to place the girls and young women at the center of their own development and undertake a more focused, holistic and integrated approach to respond to their needs (Action for Adolescent Girls, UNFPA 2014).

Mozambique has made progress to empower girls and young women over the past decades, yet still obstacles remains to reach national and global commitments. Many girls and young women are still subject to gross gender discrimination and inequalities that prevents them from reaching their and society's full potential. In response the first joint UN programme (UNESCO, UNFPA, UNICEF, UN WOMEN) for adolescent girls in Mozambique, **Rapariga Biz** was launched in August 2016 and targets 1 million vulnerable adolescent girls with empowerment, sexual and reproductive health, leadership, citizenship and human rights with the goal to prevent child marriage and teenage pregnancy.

2. Situational Analysis

Mozambique ranks among the worst countries in the world on several indicators on girls and women's rights and wellbeing. Girls and young women face a wide range of challenges, including entrenched gender discrimination, harmful practices such as child marriage, widespread gender-based violence and high rates of adolescent pregnancy, which affects their possibilities to reach their potential.

In comparison to boys and young men, girls and young women are exposed to sexual abuse and exploitation in school and at home. 70% of schoolgirls know of cases of teachers having sex with girls in exchange for grades. 22.4% of girls and young women between 15-19 years have been victims of physical violence according to 2011 DHS.

Mozambique currently holds the 7th highest early marriage prevalence rate in the world with 48% of young women between 20-24 years marrying before 18 years (DHS 2011), and almost one out of five girls (17.7%) is married before turning 15 (MICS, 2008). HIV prevalence among young women are also high compared to young men in Mozambique, it is currently at 11,1% among 15-24 years girls and young women , while only at 3.7% among boys and young men.

According to 2015 Survey by the Ministry of Health (IMASIDA 2015), 46% of girls between 15-19 years have been pregnant at least once. Early pregnancy multiply the risks to girls' health, increasing the likelihood of pregnancy complications such as obstetric fistula, or even die from pregnancy-related causes. Pregnancy

can also force girls to drop out of school, limiting their future potential. In Mozambique, girls' primary school net enrolment stands at 84 per cent, but by secondary school, their enrolment drops to 17 per cent (World Bank, 2014).

3. Objectives

Stemming from the ethnographic research tradition and according to the program proposal for Action for Girls and Young Women's Sexual and Reproductive Health and Rights in Mozambique (Rapariga Biz), the UN agencies plan to integrate a Reality Check approach in the Program to complement its monitoring and evaluation efforts. The approach is expected to:

- a) Increase the understanding of the qualitative dimensions and factors directly and/or indirectly influencing the high rates of early marriage and early pregnancy in Zambézia and Nampula Provinces;
- b) Generate evidence through the Rapariga Biz to build up a more strategic, focused, holistic and integrated approach to respond to girls needs and place the girls and young women at the center of their own development
- c) Inform and influence the national discussion on girls and young women's sexual and reproductive health and rights.

4. Methodology

To improve the knowledge of different qualitative dimensions and factors influencing girls and young women's sexual and reproductive health and rights, the use of a Reality Check approach is recommended. The concept should be characterized by the from-below perspective, analyzing in the context of the local populations. Through the **Reality Check**, the knowledge is deeply enhanced on aspects of:

Poverty: Survival strategies of men, women, boys and girls; and Poverty dynamics

Sociocultural Norms and Practices: Power relations; Socialization processes; Gender relations related to SRHR; Expectations of masculinity and femininity

Agency of Girls and Young Women: Vulnerability; Powerlessness; Aspirations

The proposed methodology demands:

- 1) Immersion with selected mentors and young girls;
- 2) Focus group discussions with mentors, young girls and boys;
- 3) Semi-structured, individual key informant interviews with influential people, men and women who have influence over decision making, embodiment and opinion making of social and cultural norms related to the sexuality and sexual identity of girls. This may include traditional midwives, community leaders, traditional leaders and initiation rites leaders, among others;
- 4) Semi-structured, individual key-informant interviews with men who are important in the lives of the selected girls (e.g. partner, boyfriend), if the girls consent to open the data collection to them and if they are accessible;
- 5) Focus group discussions with participatory exercises with youth and adults (separately by age and gender);
- 6) Field observation of youth in collective settings, such as leisure sites or other youth gathering sites; and
- 7) Key literature review (KAP study, national Demographic Health Survey, Ligada study on formal female employment, among others).

Interview guides and participatory exercises has to be drafted to address specific research themes and target groups. However, the reality of the field will orient the actual conduct of the study. The interview guides will therefore serve more as a point of the departure to kick-off the study. As the researchers come

in touch with the local reality, they will adjust the methods as needed to gain as comprehensive understanding as possible of the given research topic.

The analysis method will be largely based on qualitative content analysis, which triangulates the field results with the findings of the literature review for the production of the research report. The report shall be discussed with UNFPA prior to its finalization, and it is recommended to disseminate its results with relevant central, provincial and district level authorities and implementing organizations.

Due to budgetary constraints, the Reality Check should take place in no more than four sites covered by the Rapariga BIZ Program; two in Zambézia Province and another two in Nampula Province. These sites will be defined at the Inception stage, in consultation with UNFPA.

5. Work Plan

In the context of the Rapariga Biz, the Reality Check is planned to carry out in 2 steps:

- a) Inception: to get familiar with the context, literature review, select the study sites and further refine the methodological choices of the research, based on an inception visit to the research sites and a thorough technical discussion with UNFPA. The report will specify the evaluation methodology determining thereby the exact focus and scope of the exercise, including the evaluation questions, the sampling strategy, critical analysis of the quality of provided documents and the data collection strategy and instruments/tools.
- b) Research: proceed with organization and plan of the field work; technical preparation of field team; data collection in the selected sites, in both provinces simultaneously; clean-up of field notes and data analysis; production of the Report combining the findings of the data collection; and presentation of the Report findings in the annual Rapariga Biz meeting.

6. Deliverables

The main deliverables are the i) Inception Report with protocol design, which should not to exceed ten pages (without annexes), submitted at least three weeks after contract signature, and is shared with the UNFPA for comments and clearance and ii) the Reality Check Report (in both English and Portuguese languages in electronic versions).

7. Supervision

Coordination and supervision for the implementation of the **Reality Check** will be provided by Youth National Programme Officer and the M&E Officer in line to the Rapariga Biz programme.

8. Background materials

Rapariga Biz main program, infographics, and report documents; Baseline; Logframe; PGB evaluation; Access to Kirí Biz (RTM mentors).

9. Timeline

The duration of the Reality Check will be four (4,0) months in total, between August and November 2018.

10. Required expertise, qualifications and competencies, including language requirements

- A) Advanced University degree in Social Sciences or related technical field (individual consultant or the leader of the team);
- B) Familiarity with Reality Check Approach; favorably experience in working with the Embassy of the Sweden;

- C) Seven years professional experience in research in the field of protection and empowerment of adolescents, child marriage, social norms, community development or related fields;
- D) Experience in research, monitoring, evaluation and reporting;
- E) Experience in collaborating with UN, NGOs and youth organizations;
- F) Working experience in Africa region, especially Mozambique, can be an asset;
- G) Excellent communication spoken and written in English and fluency in Portuguese.