



UNITED NATIONS POPULATION FUND (UNFPA) TIMOR LESTE

ADVERTISEMENT

REQUEST FOR QUOTATION (RFQ)

NO. UNFPA/TLS/RFQ/19/009

Date: July, 15th 2019

“Qualitative Research on Young Populations in Timor- Leste ”.

UNFPA Timor-Leste is seeking to hire a company or firm to conduct the following tasks:

Conduct a qualitative research of young (15-24 years) key populations in Timor-Leste, focusing on understanding their sexual behaviour and its potential impact on their vulnerability to HIV and STIs, as well as exploring their mobility patterns, instances of stigma and discrimination related to their sexual behaviour and/or orientation and access to health services.

This Request for Quotation is open to all legally company /firm or institutional for both **local and international**) that can provide the requested services and have legal capacity to deliver/perform the service in the country, or through an authorized representative.

For further details the request for quotation (RFQ) form, including the Term of Reference (ToR) can be collected at UNFPA office, UN House Caicoli, Dili, Timor – Leste. Contact person is Mr. Alcino Fernandes, Program Assistant for Procurement & Logistics.

Please forward the quotation in email along with the CV/S of the researchers, together with the technical proposal to Ms. Elham Elamin, International Operations Manager no later 17.00 hours on 29th of July 2019. Her email is elamin@unfpa.org, cell phone +67078186532.

Approve By:


Dr. Domingas Bernardo
Officer In Charge

Dili Country Office, UN Agency House, Caicoli Street, Dili Timor Leste

Phone : +670 3312 618

Website: www.timor-leste.unfpa.org



Date: [July 15, 2019]

REQUEST FOR QUOTATION RFQ N° UNFPA/TLS/RFQ/19/009

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Qualitative Research on Young Populations in Timor- Leste ”.

UNFPA requires the provision of carrying out a qualitative research of young (15-24 years) key populations in Timor-Leste, focusing on understanding their sexual behavior and its potential impact on their vulnerability to HIV and STIs, as well as exploring their mobility patterns, instances of stigma and discrimination related to their sexual behavior and/or orientation and access to health services

This Request for Quotation is open to all legally-constituted companies that can provide the requested and have legal capacity to deliver/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](#)

Service Requirements/Terms of Reference (ToR):

Attached is the ToR detail for the indicated quotation

Objectives and scope of the Services

Specific Objectives:

To map and better understand young key populations’ sexual behavior in selected districts in Timor-Leste, their mobility patterns and better comprehend how their sexual behaviors might increase their risk – and that of their partners- of contracting HIV and other STIs;

To explore eventual barriers to accessing health services, document strengths and challenges and propose recommendations for future programming;

To map the national legal context and look at eventual barriers accessing health services, HIV and STI testing, treatment and care for YKPs;

Feed into and complement existing and recent study/research done in Timor-Leste, such as the IBBS, the HIV Stigma Index Report or the HSS.

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Methodology:

Mixed method research, collecting qualitative data through:
In-depth semi-structured interviews;
Focus group discussions;
Desk review;
On-site observation

Target Population:

Key populations are defined groups who due to specific higher-risk behaviors are at increased risk of HIV, irrespective of the epidemic type or local context. They often have legal and social issues related to their behaviors that increase their vulnerability to HIV. The key populations to be considered in this study are young men who have sex with men, young people who inject drugs, young people who sell sex, young transgender people and young people living with HIV.

Deliverables:

Submission of financial and technical proposal;
Obtaining in-country ethical clearance;
Identification of participants for the study;
Development of interviews and /or focus group discussion guidelines;
Training of fieldworkers;
Data collection;
Transcribing and translation;
Submission of first draft of the report;
Submission of final study report, in English, in electronic and hard copy, including recommendations from the reviewing process;

All data collected belongs to UNFPA and should be submitted upon final submission of the study.

Expected travel:

Dili, with travel to Baucau, Bobonaro and Covalima districts and the RAEOA.

Duration:

3 months (max.) from signing of contract.

II. Questions

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

Name of contact person at UNFPA:	<i>Mr. Alcino Fernandes, Program Assistant for Procurement & Logistics</i>
Tel N°:	<i>+670 3312618</i>
Email address of contact person:	<i>afernandes@unfpa.org</i>

The deadline for submission of questions is **29 July 2019, 5pm Timor-Leste time**. Questions will be answered in writing and shared with parties as soon as possible after this deadline.



III. Content of quotations

Quotations should be submitted 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, and CV of the researchers clearly stating previous relevant experience and education level (**maximum 15 pages**).
- 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 : **29 July 2019, 5pm Timor-Leste time**¹.

Name of contact person at UNFPA:	<i>Elham Elamin, International Operations Manager</i>
Email address of contact person:	<i>Elamin@unfpa.org</i>

Please note the following guidelines for electronic submissions:

The following reference must be included in the email subject line: RFQ N^o UNFPA/TLS/RFQ/19/009 – **"Qualitative Research on Young Populations in Timor- Leste "**.

- 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

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.

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>

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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		40%	
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 relating to the assignment	100		20%	
Profile of the company and relevance to the Project.	100		20%	
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 60 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.

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.

Handwritten signature/initials



Total score = 70% Technical score + 30% Financial score

VI. Award Criteria

UNFPA shall award a Purchase Order and Professional Service Contract on a fixed-cost basis with duration of 3 months to the Bidder(s) that obtain the highest total score.

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 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](#).

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](#).

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XI. 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 Mr. Ronny Lindstrom, UNFPA Representative for Timor-Leste at lindstrom@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).



United Nations Population Fund
Procurement Services Branch
Marmorvej 51, 2100 Copenhagen, Denmark
E-mail: afernandes@unfpa.org
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