



Date: 10.02.2021.

REQUEST FOR QUOTATION RFQ N° UNFPA/SRB/RFQ/21/001

UNFPA hereby solicits a quotation for the following service:

Research about Sexual and Reproductive Health in times of COVID-19, as a part of the International Sexual Health and Reproductive health (I-SHARE) study in Serbia.

As part of its efforts to promote reproductive health and rights, and improve sexual and reproductive health of the citizens of Serbia, UNFPA CO is initiating a quantitative research about Sexual and Reproductive Health in times of COVID-19. Research is a part of the second wave of The International Sexual Health and Reproductive health (I-SHARE) study (<https://ishare.web.unc.edu/>) – which is a collaborative project between UNFPA Regional Office for Eastern Europe and Central Asia and the Academic Network for Sexual and Reproductive Health and Rights Policy (ANSER) and the partner organizations. The overall goal of ISHARE cross-sectional study is to better understand sexual and reproductive health in selected countries during the COVID-19 pandemic and facilitate multinational comparisons. The survey should be implemented online. This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver in the country, or through an authorized representative.

1. About UNFPA

The United Nations Population Fund (UNFPA) is the lead United Nations sexual and reproductive health agency for ensuring rights and choices of all. Population dynamics is one of the focuses of the work of UNFPA since the Fund was established 51 years ago. UNFPA helps countries identify and understand population trends, which are critical to development. The strategic goal of UNFPA is to achieve the three transformative results: ending unmet need for family planning, ending maternal death, and ending violence and harmful practices against women and girls. In pursuing its goal, UNFPA has been guided by the International Conference on Population and Development (ICPD) Programme of Action (1994), the Millennium Development Goals (2000) and the 2030 Agenda for Sustainable Development (2015).

By ensuring availability of data and monitoring and analyzing trends through various research, the UNFPA CO Serbia is contributing to the efforts of relevant actors to reduce inequalities and improve the sexual and reproductive health of the citizens of Serbia. COVID-19 and related preventive measures have a profound impact on all aspects of life, including the sexual health, reproductive health and social life across the world. This study aims to investigate how the COVID-19 health crisis affects family situation, relationships and access to sexual and reproductive health services (such as contraception and antenatal care services) It will contribute to a better understanding of the impact of the COVID-19 health crisis in Serbia on sexual and reproductive health and wellbeing and development of recommendations that could limit the negative consequences of these measures as much as possible.

2. Service Requirements/Terms of Reference (ToR)

for conducting the online International Sexual Health And Reproductive health (I-SHARE) study in Serbia	
Hiring Office:	UNFPA Serbia Country Office
Purpose of consultancy:	<p>COVID-19 may have a profound impact on sexual health, reproductive health and social life across the world. Epidemics and measures introduced to prevent the spread of the virus that have extended across the globe may influence condomless sex, exacerbate intimate partner violence and reduce access to essential reproductive health services. Population representative research is challenging during physical distancing and lockdown, leaving major gaps in our understanding of sexual and reproductive health during COVID-19.</p> <p>The International Sexual Health And Reproductive health (I-SHARE) study - is a collaborative project between researchers at the Academic Network for Sexual and Reproductive Health and Rights Policy (ANSER) and the London School of Hygiene and Tropical Medicine (LSHTM), along with the partner organizations carrying out the sexual and reproductive health studies in their home countries. Investigators in the following countries are piloting online surveys in their respective countries: Armenia, Argentina, Australia, Botswana, Czech Republic, Canada, China, Colombia, Denmark, Ecuador, Egypt, Ethiopia, France, Germany, Italy, Kenya, Latvia, Lebanon, Luxembourg, Malaysia, Mexico, Mozambique, Nigeria, Panama, Portugal, Republic of Moldova, Singapore, South Africa, Spain, Sweden, Uganda, Uruguay and the USA. More than 12 UNFPA EECA countries will join in the second cycle of I-SHARE</p> <p>The overall goal of ISHARE cross-sectional study is to better understand sexual and reproductive health in selected countries during the COVID-19 pandemic and facilitate multinational comparisons.</p> <p>The second wave of the ISHARE study, is organized by UNFPA Regional Office for Eastern Europe and Central Asia in partnership with ANSER for UNFPA EECA countries (https://ishare.web.unc.edu/).</p> <p>Ministry of Health of the Republic of Serbia has supported the I-SHARE implementation and assigned the Institute of Public Health of Serbia, Dr Milan Jovanovic Batut, as a lead institution. A small team of national consultants was hired to implement the I-SHARE study.</p> <p>The purpose of the consultancy is to engage an entity to conduct the online survey and support national team of experts from the Ministry of Health and the Institute of Public Health to perform the analysis within the I-SHARE study in Serbia. Study should contribute to a better understanding of the impact of the COVID-19 health crisis in Serbia on sexual and reproductive health and wellbeing. The results will contribute to the development of recommendations that could limit the negative consequences of these measures as much as possible.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The selected entity is expected to execute the following tasks/activities:</p> <p>Task 1. Prepare a workplan with a brief description of the activities to be undertaken, methodologies to be used, timeframes and corresponding team members responsible for each activity.</p> <p>Task 2. Support in piloting the survey programmed by ISHARE research team using the link for the questionnaire in Serbian set at the official ISHARE platform</p> <p>Task 3. Provide sample design and size calculation. It should ensure a confidence interval of 95% and margin errors of maximum 5%. The survey should include the whole population of Serbia and separately for women and men, main age groups (above 18) and residence area (Belgrade, other urban localities and rural areas).</p> <p>Task 4. Conduct an online survey with preferably 1000 respondents (700 minimum)</p> <p>Task 5. Processing of data and survey results in SPSS no later than 15 days after the end of the field survey (including database weighting). (link to the data in the database with the encryption key for Serbia will be provided to access the data</p>

	<p>Task 6. Cross tabulation of data, including calculated statistical values and confidence intervals for all variables and additional processing with relevant statistical parameters, according to the list of indicators agreed with the Institute of Public Health of Serbia);</p> <p>Task 7. Develop presentation of study results and graphs and technical report on methods used in Serbian language.</p> <p>Task 8. Submit the anonymised database and tabular presentation of results of all questions (N,%), crossed with demographic (urban / rural; Belgrade, Vojvodina, central Serbia, age categories, gender), and other relevant variables, including calculated statistical significance and confidence intervals for all variables, and accompanying technical report, to the Institute of Public Health of Serbia, and UNFPA Serbia office.</p>
<p>Duration and working schedule:</p>	<p>February 24, 2021 – April 30, 2021</p> <p>The activities under the present assignment is expected to start on February 24, 2021 and conclude by April 30, 2021.</p> <p>This schedule could be altered only in case of <i>force majeure</i> that would prevent progress of planned activities of international partners.</p>
<p>Place where services are to be delivered:</p>	<p>Duty station for performing activities is Belgrade. Consultancy entails online survey conducted.</p>
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p><u>Deliverable 1</u>: Detailed workplan developed, containing a brief description of activities to be undertaken, methodologies to be used, timeframes and corresponding team members responsible for each activity (approximately up to 5 March)</p> <p><u>Deliverable 2</u>: Pilot survey conducted in accordance with ISHARE consortium and Institute of Public Health of Serbia recommendations (approximately up to 5 March)</p> <p><u>Deliverable 3</u>: Achieved sample size 4-6 weeks after receiving the link for the final questionnaire in Serbian. (approximately up to 17 April)</p> <p><u>Deliverable 4</u>: Tabular presentation of results of cross-tabulation analysis of key data disaggregated by gender and residence area and age groups, submitted to the Institute of Public Health of Serbia and UNFPA CO 15 days upon survey closure and receiving the database (approximately up to 30 April)</p> <p><u>Deliverable 5</u>: Presentation of study results and graphs in Serbian (approximately up to 30 April)</p> <p><u>Deliverable 6</u>: Anonymised database and accompanying technical report upon completion of the research (methodology, sampling framework and description of sample formation, sample structure, response rate, quality control procedures, etc) 15 days upon survey closure and receiving the database. (approximately up to 30 April)</p>
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<ul style="list-style-type: none"> • Work will be done under the guidance and supervision of the UNFPA SRH and Youth Programme Analyst and a team of national consultants in charge of implementation of I-SHARE study. • The Contractor will monitor the implementation per the agreed deliverables and timeline specified in this RFQ. For all delays in the completion of the tasks, contractor should notify the UNFPA Serbia Head of Office as well as Youth Programme Analyst stating the reasons for the delay and proposing alternative actions for completion of the deliverables.
<p>Supervisory arrangements:</p>	<p>Overall supervisory for all processes related to UNFPA Country Office are overseen by UNFPA Head of Office.</p>

<p>Expected travel:</p>	<p>No travel related expenses are expected for this service.</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Qualifications and Experience:</p> <ul style="list-style-type: none"> • The Contractor is requested to include in the proposal the organizational CV. <p>Requirements:</p> <ul style="list-style-type: none"> • Officially registered legal entity for the scope of work requested by the terms of reference; • At least 5 years of experience in the conducting nationwide surveys; • Previous experience in using modern mode of data collections, such as on-line survey etc. • Demonstrable experience in conducting health related studies (provide links to at least three relevant projects/reports) <p>• <u>Qualifications of the Team</u></p> <ul style="list-style-type: none"> • The company is requested to include in the proposal the team composition with recent CVs. At the minimum, the team should include a team leader and one team member. • <u>Qualifications of the team leader:</u> • Advanced degree in social sciences, law, statistics or similar • At least 5 years of experience as a team/group leader/manager in in developing methodologies and research work, conducting surveys, assessments, and similar publications, including collection and interpretation of data; • Previous experience in the field of health or gender equality Fluency in English and Serbian
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA CO will provide support with communication and consultations with the International ISHARE Team, Regional UNFPA EECARO and Institute of Public Health at all stages of the activity.</p>
<p>Other relevant information or special conditions, if any:</p>	<p><u>Basis of payment:</u></p> <p>The payment will be made by UNFPA Serbia, upon completion of all tasks and certification of the SRH and Youth Programme Analyst of the successful performance.</p> <p>Payments will be made in local currency as per prevailing UN rate of exchange during the month of payments.</p> <p>The ownership of the outputs under this consultancy will remain with UNFPA Serbia Office.</p>

3. Questions

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

Name of contact person(s):	<i>Nevena Sovic</i>
Email address of contact person:	sovic@unfpa.org

The deadline for submission of questions is 12.02.2021, 15:00 CET. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

4. Content of quotations

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

- a) Technical proposal, in response to the requirements outlined in the service requirements/TOR.
- 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.

5. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section 3 above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact persons indicated below no later than: *22.02.2021 at 13:00 PM Belgrade Time*¹.

Name of contact person(s):	<i>Serbia Country Office</i>
Email address of contact person(s):	serbia.office@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ № UNFPA/SRB/RFQ/21/001 – [Research about Sexual and Reproductive Health in times of COVID-19 in Serbia]**. 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.
- 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.

6. 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.

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

7. Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements in Section 2 and in accordance with the evaluation criteria below.

Category	Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Overall response	Completeness of response and overall concord between requirements and proposal.	100		30%	
Experience of the company	Long term presence on the local market. Experience in conducting nationwide health related surveys. Qualifications of the team.	100		40%	
Delivery time	Meet requested delivery schedule.	100		30%	
<i>Grand Total All Criteria</i>		300		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

8. Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 70 points per category 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.

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

9. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award Professional Service Contract on a fixed-cost basis or ceiling prices basis to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

10. 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.

11. 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.

12. 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](#).



13. 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](#).

14. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract regarding UNFPA deliverables may submit a complaint to the UNFPA Head of the Business Unit Borka Jeremic, Head of Office at jeremic@unfpa.org.

15. 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 N°:	UNFPA/SRB/RFQ/21/001
Currency of quotation:	USD
Delivery charges based on the following 2010 Incoterm:	Choose an item.
Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Item	Description	Number & Description of Staff by Level	Daily/Hourly Rate	Days or Hours to be Committed	Total
1. Deliverables					
	<i>Deliverable 1</i>				
	<i>Deliverable 2</i>				
	<i>Deliverable 3</i>				
				
<i>Total Professional Fees</i>					\$\$

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/SRB/RFQ/21/001 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](#), [Spanish](#) or [French](#)