



Date: 25 July 2021

## REQUEST FOR QUOTATION RFQ N° UNFPA/MDV/RFQ/21/008

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

### **Contractor to conduct a Research on Family Planning Needs, Awareness, Attitudes, Practices and Barriers in Maldives**

UNFPA is looking for a suitable organization/institution to undertake a Research on Family Planning needs, communication needs, awareness, attitudes and practices in Maldives. This research will be used to reorient the national family planning programme to encompass a human rights-based approach.

This Request for Quotation is open to all legally-constituted organizations/institutions that can provide the requested services and have legal capacity to undertake the research in Maldives.

#### **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](#)

#### **Terms of Reference (ToR)**

##### **Background**

The national Family Planning program in the Maldives began in 1984. The first national policy and procedure for contraceptives supplies and services was formulated in 1987. However, despite the implementation of the family program for more than 3 decades the use of contraceptives is decreasing. Overall, the modern contraceptive prevalence rate (mCPR) amongst married women decreased from 15% in 1990, to 14.9% in 2016/17. Nonetheless unmet need increased and went from 28.1% in 2009 to 31.4% in 2016/17.

The 2016/17 Demographic and Health Survey (DHS) found that 59.6% of women of reproductive age had not been exposed to any family planning information (on radio or television, in a newspaper or magazine, or via mobile phone) over the last few months. Factors affecting the low intake of modern contraceptives have not been studied or analysed.

What is particularly striking about the current situation in the Maldives is that the decrease in contraceptive usage and demand satisfied by modern contraceptive methods, and the corresponding increase in unmet need, happened at the same time that the total fertility rate (TFR) was declining. In this context, it is important to fully understand the case in the Maldives on whether individuals are using contraceptives but are not willing to report this in a survey; whether there is increasing infertility, or whether there is increasing use of abortion or spouses remain absent for a long time away in other islands.

The purpose of this research is to create an evidence-based roadmap for reorienting the family planning program in Maldives to encompass a human rights-based approach. The research will inform the design and delivery of a campaign to change public perceptions and attitudes towards family planning. This will entail evidence building on the perceptions, practices and views of different communities on family planning. This research will lead to achieving the specific objective of the programme which is that by 2026, women and young people will have improved access to Sexual Reproductive Health and Rights (SRHR) information and services and be able to counter myths and prejudices related to family planning.

#### **Scope of Work**

1. Desk review of relevant national strategies on Family Planning and other available documents, including survey and research reports, guidelines on family planning program of Maldives;
2. Analysis of any political / policy level changes in the FP program implementation over the last two decades that could have affected the level of contraceptive use and unmet need for FP.
3. Conducting Key Informant Interviews with stakeholders across different sectors and levels to determine the current communication gaps covering urban and rural settings;
4. Conducting discussions with program officers and managers at different levels to understand any roadblocks in supply chain management and / or obstacles in access and availability of contraceptives
5. Conducting discussions with the general public and stakeholders to identify the current myths & misconceptions on family planning in the population across all social groups and different age groups, and to identify any socio-cultural obstacles, personal beliefs or systems related limitations (such as quality of care, etc.) to the successful implementation of the program
6. Conducting discussions with relevant stakeholders to describe suitable communication preferences to address miscommunications regarding family planning;
7. Provide recommendations for the national family planning program and the communication strategy to address identified gaps

#### **Deliverables / Outputs**

1. An initial proposal outlining the methodology to be adopted and key activities to be carried out. Gantt chart has to be provided with the submission of the proposal, and it will be used as a monitoring tool;

2. An interim report with initial findings outlining the knowledge, attitudes, practices, myths and misconceptions and identified communication gaps related to family planning;
3. The final report outlining the knowledge, attitudes, practices, myths and misconceptions and identified communication gaps related to family planning; Recommendations for communication strategies.
4. A short presentation outlining the methodology, the findings and recommendations for the way forward

Outputs to be provided in both editable and PDF format.

#### **Timing / Schedule**

August to November 2021 (12 weeks)

All deliverables envisaged by these terms of reference should be submitted to the requestor by 30th November 2021 (tentative date and depending on the contract signature date).

#### **Expected Travel**

If pandemic status allows, travel to one atoll

#### **UNFPA Inputs**

- Brief, monitor and facilitate the progress of the assignment.
- Review and provide comments to the deliverables in a timely manner.
- Facilitate necessary content, resources and contacts.
- Provide timely feedback.

Supervisory arrangements: The contract will be managed by the UNFPA Country Office and Programme Analyst -SRH will supervise the assignment

#### **Required Expertise and Qualifications**

Qualifications:

- Members in the organization must have expertise in qualitative research and behavioural change communication/ health promotion
- Academic background: Master's degree (PhD desirable) in a relevant field for all the members of the team

Work Experience:

- Previous experience in social research using mixed methodology
- Previous experience of collaboration with a UN agency is advantageous
- The research organization should have proven work experience and exposure required for the task. References to recently completed and published surveys are required.



## 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>Fathimath Jeehan Saleem</i>
Tel N°:	+960 3316940
Fax N°:	+960 3317936
Email address of contact person:	<a href="mailto:saleem@unfpa.org">saleem@unfpa.org</a>

The deadline for question submission is **Sunday, 1 August 2021 at 4.00 p.m. Maldives Time**. All 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 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 TOR, with evidence submitted in accordance with the technical evaluation criteria, including but not limited to;
  - o Brief description of the proposed approach to the research
  - o Proposed composition of the team that will undertake the assignment with Curriculum vitae of all relevant applicants in the organization
  - o Submission of evidence of previous work in similar capacity,
  - o (Where applicable) copy of current certificate of registration of the organization/institution
- 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 and III, 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: **Sunday, 8 August 2021 at 4:00 p.m. Maldives Time**. Proposals sent to any other addresses will not be considered.

Name of contact person at UNFPA:	<i>Mohamed Haneef</i>
Email address of contact person:	<a href="mailto:maldives.office@unfpa.org">maldives.office@unfpa.org</a>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/MDV/RFQ/21/008**. 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 I 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 work	100		30%	
Work plan/time scales given in the proposal and its adequacy to meet the work objectives	100		15%	
Prior experience of handling works of this nature (examples of similar services provided, references etc.)	100		20%	
Professional experience of the staff who will be employed to the work, as well as subcontractors, if any, proving demonstrated expertise (CVs, subcontractor company profiles etc.)	100		20%	
Profile of the company and quality of technical proposal (clarity, language, compliance with the requirements etc.), Experience of collaboration with a UN agency	100		15%	
<b>Grand Total All Criteria</b>	<b>500</b>		<b>100%</b>	



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
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 based on the specific formula indicated in the TORs. 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.

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

#### VI. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order/Professional Services Contract on a fixed-cost basis with duration till 30 November 2021 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.



The payment will be done in currency: Maldivian Rufiyaa.

#### **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](#).

#### **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 Country Office Shadiya Ibrahim at E-mail: [ibrahim@unfpa.org](mailto:ibrahim@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](mailto: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). English version of request for quotations prevails.



### PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	
<b>Request for quotation N°:</b>	UNFPA/MDV/RFQ/21/008
<b>Currency of quotation:</b>	MVR
<b>Validity of quotation:</b> <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline)</i>	

Item	Description	Number of Staff by Level	Hourly Rate	Hours to be Committed	Total
<b>1. Professional Fees</b>					
<i>Total Professional Fees</i>					MVR
<b>2. Out-of-Pocket expenses (e.g. travel and hall hire)</b>					
<i>Total Out of Pocket Expenses</i>					MVR
<b>Total Contract Price, excl. VAT</b> <i>(Professional Fees + Out of Pocket Expenses)</i>					MVR
<b>Total Contract Price, incl. VAT</b> <i>(Professional Fees + Out of Pocket Expenses)</i>					MVR

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/MDV/RFQ/21/008 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.

Name and title	Date and place



United Nations Population Fund  
Maldives Country Office  
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MaguMaafannu, Male' 20184, Republic of Maldives  
Email: [maldives.office@unfpa.org](mailto:maldives.office@unfpa.org)  
Website: [www.unfpa.org](http://www.unfpa.org)

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**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](#)