



Date: 23 December 2021

REQUEST FOR QUOTATION RFQ N° UNFPA/MDV/RFQ/22/001

UNFPA hereby solicits a quotation for the following service:

“International Contractor for implementation and management of Census data collection process using CAPI (Survey Solutions) and census data cleaning, editing and finalization of census dataset”.

UNFPA requires the provision of technical assistance to the Maldivian Bureau of Statistics (MBS) team to implement and manage census data collection process using Computer Assisted Personal Interviewing (CAPI) through Survey Solutions and for census data processing.

This Request for Quotation is open to all legally-constituted companies 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](#)

Service Requirements/Terms of Reference (ToR)

- Background information

UNFPA as the population data agency has provided technical support in the collection, processing, analysis, dissemination and use of census data for development in many countries. In the 2020 census round, UNFPA's key areas of support include Geographic Information Systems and data processing experts, operations support, and training and developing technical and operation guidance tools.

As Maldives Bureau of Statistics (MBS) of Maldives embarks on the preparation for census 2022, one of the key activities to be carried out include electronic data collection with census data cleaning and finalisation of census dataset at the earliest.

Maldives population and housing census will be carried out from 17-30 September 2022. The pre-listing operation will take place one week prior to the main census operation. Online economic census will be carried out after the main census operation (for a duration of one month).

As the census will be carried out in September 2022, preparation is underway to develop a census questionnaire in Survey Solution. This includes development of listing, person listing, household, individual and economic census questionnaires in CAPI for pre-testing, piloting and finalising the questionnaire before June 2022. And doing a follow up post-enumeration survey one month after census operation. Additionally, the contractor team is expected to support the roll of and management of census operation.

- Specific Milestones:

The assignment will require the Contractor to work closely with the MBS team in achieving the following deliverables:

1. Brief work plan on how the Contractor envisage undertaking the task (Third week of January 2022)
2. Guide the country team in the modification and applying validation and consistency check of census questionnaires for pre-tests, pilot census, main census operation and for Post Enumeration Survey (PES) (2022). This includes:
 - a.
 - i. Pre-listing form,
 - ii. Person listing form
 - iii. household form
 - iv. Individual form (for foreigners, collective living quarters),
 - v. economic census questionnaire.
 - vi. Post Enumeration Survey questionnaire
 - b. Designing, Validating, Testing and finalising the Census questionnaire in Survey Solutions along with the MBS team (special focus on how to match listing form and individual assignments).
 - i. Develop a procedure for Supervisor checks in the questionnaire.
 - ii. Listing will be ongoing throughout the data collection period- to develop a mechanism to carry out the listing and the survey simultaneously in the same Enumeration Area.
 - c. Verify and if necessary, adapt MBS' data quality assurance plan (i.e., identify potential problems and solutions within census operation plan).
3. Assist the MBS team for the smooth operationalization of census activities (pilot, main census and PES).
4. Assist MBS team in staff onboarding and management
5. Assist MBS team in the development of e-learning platform which includes developing training material/ content (slides. Videos/ pictures, quizzes) and other technical development aspects of the platform/website.
6. GIS integration with Survey Solution including formulating lookup tables and integrating geotiff maps into survey solutions.
7. Establish mechanism for data protection and data security measures needed for census server.
8. Train MBS staff on the preparation of do files (STATA & R-software) needed for census operations (assignments to census workers (automated way), to measure daily work progress, coding, etc) (2022)
9. Oversee the smooth functioning of do files used during census operation and data cleaning (2022).

10. Develop a template to do the coding (ISIC, ISCO, Atoll, island coding etc.) (2022)
 11. Guidance on the field operation management and workflow management at sub-national level (from island, atoll to main centre). (2021)
 - a. The contractor should develop a management module to monitor data entered into Survey Solutions interviewers from the field on a daily basis for the evaluation of the field enumeration. This has to be automated at enumerator level and supervisor level. The system should allow supervisors to perform the monitoring daily progress of the enumeration in terms of the number of housing units and population enumerated in each enumeration area.
 - b. Make a progress sheet of the number of people covered even if the household is not completed along with the dashboard (including enumeration area, islands, atoll level), centrally. On the job training of MBS staff when preparing the dashboard.
 12. Assess census data quality following PES. (2022)
 13. Capacity building of the MBS staff in all key areas of designing and implementation of Census. (2022)
 14. Build MBS capacity in data editing and imputation using STATA. (2022 & 2023)
 15. Assist MBS team to develop data cleaning, editing and imputation programme for census dataset (2022 & 2023)
 16. Work with the MBS team and ensure the census database is finalised within 6 months of census data collection. Prepare the anonymized final dataset including the labels, data dictionary, in a user-friendly manner. (2023)
- The specific milestones listed above will contribute to the overall outputs of the 2022 Census objectives as follows:
 17. Pilot census conducted with all possible implementation and IT management of the census operation tested; (June 2022)
 18. E-learning platform developed with training materials (End of June 2022)
 19. GIS maps integrated into survey solution and ready for field operation in the main census (July 2022)
 20. Main census data collection operation completed smoothly- with daily updates on the work status. (Sept 2022)
 21. Online economic census rolled out and completed (Sept 2022)
 22. Post enumeration survey data collection completed and evaluation of the PES data quality with that of the main census data collection. (October 2022)
 23. Dataset retrieved for coding and cleaning upon completion of census data collection (2022 & 2023)
 24. MBS capacity build in STATA (for implementation of census operation and for data processing) for the future census and surveys (2022 & 2023)
 25. Census preliminary results released on time (6 Oct 2022)
 - Inputs
 - o Contractor:
 - Fulfil the stipulated in the contract and the ToR through review of documents, email communications, zoom/Skype calls and meetings
 - Maintain close contact by email with MBS and UNFPA



- Communicate any complications regarding the assignment as soon as possible
- Provide contact details that allow MBS and UNFPA to get in contact with the contractor's staff/personnel assigned for the assignment at any time during the contract.
- The Contractor will have access to confidential data. Sharing these data with the third party is strictly prohibited.
- o Maldives Bureau of Statistics:
 - Assign a focal point to work with the Contractor
 - Provide the relevant documents as required
 - Provide data as required for the assignment
 - Review and provide comments to the deliverables in a timely manner
- o UNFPA Maldives:
 - Monitor and facilitate the progress of the assignment
 - Review and provide comments to the deliverables in a timely manner
 - Facilitate necessary contacts
 - Make payments upon completion and acceptance of each deliverable
- Timing / Schedule
 - January to December 2022 (approximately 110 Working days in 2022) which includes:
 - A. 84 Remote working days
 - B. 3 in-country missions comprising of contractor's staff/personnel:
 - presence in Male' Maldives for third pre-test (6 days); mission dates decided
 - presence in Male' Maldives for pilot census (10 days); mission dates to be decided
 - presence in Male' Maldives for main census (10 days); mission dates to be decided

Approximately 30 days may be required in 2023 under a subsequent contract or amendment for completion of data cleaning, finalising the dataset, and preparation of the dashboard for disseminating census results at island level.



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>Yusuf Shah Ahmed</i>
Email address of contact person:	yuahmed@unfpa.org

The deadline for submission of questions is **Tuesday, 28 December 2021 at 16.00hrs Maldives 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 email whenever possible, depending on file size. Quotations must contain:

- Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- 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 III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than: **Thursday, 30 December 2021 at 16.00hrs Maldives Time**.

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

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N^o UNFPA/MDV/RFQ/22/001 – International Contractor for implementation and management of Census data collection process using CAPI (Survey Solutions) and census data cleaning, editing and finalization of census dataset**. 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.

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.

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 census operations using CAPI - Survey Solutions (CVs, etc.)	100		30%	
Knowledge and experience in the local context of Maldives	100		15%	
Profile of the company and relevance to the Project.	100		15%	
<i>Grand Total All Criteria</i>	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.

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

VI. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract on a fixed-cost basis with duration between January to December 2022 (approximately 110 Working days) 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.



United Nations Population Fund
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Maafannu, Male' 20184, Republic of Maldives
Email: maldives.office@unfpa.org
Website: www.unfpa.org

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 Office Shadiya Ibrahim at 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.

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).



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	
Request for quotation N°:	UNFPA/MDV/RFQ/22/001
Currency of quotation :	USD
Validity of quotation: <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
1. Professional Fees					
<i>Total Professional Fees</i>					\$
2. Out-of-Pocket expenses					
<i>Total Out of Pocket Expenses</i>					\$
Total Contract Price <i>(Professional Fees + Out of Pocket Expenses)</i>					\$

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/22/001 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.

Name and title	Date and place



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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](#)