



Date: 29 June 2021

## REQUEST FOR QUOTATION RFQ N° UNFPA/MDV/RFQ/21/07

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Contractor for communication support for UNFPA Maldives Country Office”.**

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

### II – Service Requirements/Terms of Reference (ToR)

#### Objectives and scope of the Services

- Background information

The consequences of COVID-19 pandemic have meant that a lot of the hard-fought advancements towards the transformative results are at risk of being reversed. Hence, a special focus will be made towards highlighting socio-economic as well as health impact of the pandemic in UNFPA's programmatic work.

UNFPA is therefore looking for a qualified institution/firm to support the Maldives Country Office in communication interventions while positioning UNFPA as the United Nations sexual and reproductive health agency and how it relates to the Maldives and the work we do as a policy advocacy organization.

- Scope of Work

The Contractor is required to develop a communications plan for 6 months for impact and change and support execution with a focus on strategic and policy-related advocacy.

More specifically, the Contractor is required to:

- Develop work plan with timeline for Communications plan for 6 months
- Develop effective communications materials and messages for the UNFPA Country Office, such as stories, infographics, videos including managing content for the increasingly important social media functions and the Website



- Elaborate Implementing innovative ways of communicating for impact and for change, focusing on multimedia and cutting-edge print materials
  - Actively increase the reach of social media platforms.
  - Manage and organize strategic advocacy activities of the country office to mark international days/campaigns
- 
- Outputs / Deliverable(s)
    1. Work plan with timeline & Communications plan for 6 months
    2. At least 6 stories for the website
    3. At least 20 Social media collateral (graphics, video clips, GIFS etc)
    4. Successful programme to mark international days such as the Youth Day and the International Day to End Violence against Women including the 16 Days of Activism
    5. 2 Op-eds covered in local media
    6. High impact visibility material for UNFPA
- 
- Timing / Schedule  
Services to be provided between July to December 2021
- 
- Required Expertise, qualification and competencies:  
*Primary expertise required:*  
Expertise in communications for development or related fields especially in, writing, editing, interview skills and graphics designing
- 
- Knowledge and Experience*
- Past experience in managing communications in either civil society, international or a private sector organisation
  - Demonstrated interest and/or experience in the fields of communications, advocacy, corporate social responsibility;
  - Demonstrated skills in effectively using social media platforms
  - Excellent knowledge on development issues;
  - Excellent interpersonal, networking and communication skills;
  - Computer skills (i.e. Word, Excel, PowerPoint, online graphics and video software and others);



## 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 Zuhana</i>
Tel N <sup>o</sup> :	<i>+960 3316940</i>
Fax N <sup>o</sup> :	<i>+960 3317936</i>
Email address of contact person:	<a href="mailto:zuhana@unfpa.org">zuhana@unfpa.org</a>

The deadline for submission of questions is 06 July 2021, 4.30 PM *maldives time*. 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 email whenever possible, depending on file size. Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs. It should also include:
  - o Profile of the organization (for institutions only) and;
  - o Curriculum vitae of all relevant applicants in the organization
- 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 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 **Saturday, 10 July 2021, at 4.30 PM Maldives time**.

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<sup>o</sup> UNFPA/MDV/RFQ/21/07 – Contractor for communication support for UNFPA Maldives Country Office**. 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



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.

#### **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 of 6 months to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

#### **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](#).

#### **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](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).



United Nations Population Fund  
Maldives Country Office  
3rd Floor, Shinetree Building, Boduthakurufaanu  
MaguMaafannu, Male' 20184, Republic of Maldives  
Email: [maldives.office@unfpa.org](mailto:maldives.office@unfpa.org)  
Website: [www.unfpa.org](http://www.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  
Maldives Country Office  
3rd Floor, Shinetree Building, Boduthakurufaanu  
MaguMaafannu, Male' 20184, Republic of Maldives  
Email: [maldives.office@unfpa.org](mailto:maldives.office@unfpa.org)  
Website: [www.unfpa.org](http://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](#)