



Date: 28 March 2023

## REQUEST FOR QUOTATION RFQ N<sup>o</sup> UNFPA/MDV/RFQ/23/003

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“International Contractor to provide support to Maldives Bureau of Statistics in census data analysis”.**

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

Maldives Bureau of Statistics (MBS) conducted Maldives population and housing census in September 2022. Following the census, MBS carried out data processing and cleaning and census data is almost ready for analysis.

As MBS is gearing up to release the census data, key activity also includes preparing basic analysis from the census for major sectors such as housing, population dynamics, migration, education, employment, informal employment, fertility, and elderly population among others. To do this MBS will identify chapter writers and data processors who will assist the chapter writers in the analysis. MBS envisages carrying out analysis from April to June 2023.

MBS wishes to build capacity within MBS and among line ministries in carrying out these analyses. This includes training chapter writers, doing peer review of the work and finalising the report in time for dissemination. Part of this activity also includes coming up with the content for knowledge products for different target audiences such as policy makers, researchers, public, media, students, etc. Special emphasis will be given to producing knowledge products at island level. A gender perspective will be an aspect incorporated throughout the analysis and comparisons with the 2014 census as well.



Hence, UNFPA is seeking an international consultant/firm or a training institution to assist the country team in carrying out an analysis of the census results and build the capacity of the team in disseminating the results

- **Scope of Work**

The Contractor is expected to work closely with the country team in achieving the following deliverables:

**Specific milestones:**

1. Develop a workplan to implement training and report writing.
2. Conduct training in how to carry out basic analysis and report writing.
3. Identify key outputs for each analysis: such as reports, summary write up, infographic, policy brief, etc.
4. Peer review the work of each chapter writer and ensure that the chapter writers adhere to the given deadline.
5. Train data processors on how to support the chapter writers when they need assistance in generating required tables.
6. Train participants in using different visualisation tools which can assist them in their report writing.
7. Finalise the products: Consultant is expected to work closely with chapter writers to finalise the following products by the given deadline:
  - Basic report (on the selected topic)
  - Summary report
  - Infographic (content for the infographic)
  - Presentation (where applicable)
  - Content for island level indicator
  - Content for video (where applicable)
  - Use GIS maps for dissemination (where applicable). This work will be coordinated with GIS local consultants.
8. Train participants on how to communicate the results to different target audiences.
9. Develop sector-based packages (such as presentation, infographics) for dissemination.

- **Outputs / Deliverable(s)**

- Training on basic analysis and report writing completed- mid of May 2023
- Key outputs (reports, knowledge products) peer reviewed and finalised for dissemination – end of June 2023
- Training on communicating census results completed- 1st week of July 2023
- Sector based packages for dissemination finalised- mid July 2023

- **Timing / Schedule**

Flexible working arrangement – this includes working closely with the team and providing remote support as well.



- **Required Expertise, qualification and competencies:**

*Primary expertise required:*

Conducting analysis training, carrying out census analysing and experience in working with other countries.

***Knowledge and Experience***

The team members must possess significant past experience on the following areas

- Significant experience in conducting training in census analysis
- Significant experience in delivering STATA/R training
- Expertise and knowledge in key areas analysed in census
- Experience in reporting writing, articles on key social issues
- Experience in working on small island nations population
- Past experience working with the United Nations, World Bank or similar organisation is desirable

**Other competencies:**

- Project planning, management, implementation and coordination and evaluation
- Excellent report writing skills, analytical skills as well as good computer skills
- Excellent communication skills in English language, both oral and written
- Proficiency in statistical soft wares such as STATA, R, etc



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

The deadline for submission of questions is **4 April 2023, 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 for the assignment
- 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 **Monday, 11 April 2023, 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° UNFPA/MDV/RFQ/23/003–International Contractor to provide support to Maldives Bureau of Statistics in census data analysis**. 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.

**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, competency and level of experience in the objectives of the work	100		40%	
Work plan/time scales given in the proposal and its adequacy to meet the work objectives	100		10%	
Prior experience in conducting Census analysis (examples of similar services provided, references etc.)	100		20%	
Professional experience of the staff who will be employed to the work, 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		10%	
<b>Grand Total All Criteria</b>	<b>400</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 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  
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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)

## **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**

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	
<b>Request for quotation N°:</b>	UNFPA/MDV/RFQ/23/003
<b>Currency of quotation :</b>	USD
<b>Validity of quotation:</b> <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

Item	Description	Rate	Qty.	Total
1	Training on basic analysis and Report			
2	Key outputs (reports, knowledge products) peer reviewed and finalized for dissemination			
3	Training on communicating census results			
4	Sector-based packages for dissemination			
	[List any other itemized cost]			
<b>Total Contract Price</b>				

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed UNFPA/MDV/RFQ/23/003 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  
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](#)