



Date: 23 August 2020

REQUEST FOR QUOTATION RFQ N° UNFPA/MDV/RFQ/20/03

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

Analysis of reported gender-based violence cases during Covid-19 pandemic in Maldives

The United Nations Population Fund (UNFPA) requires the provision of an analysis of administrative and case records of reported cases of gender-based violence (GBV) during the Covid-19 pandemic in Maldives. This research will be used to reorient the national recovery and long-term programmes on addressing gender-based violence.

This Request for Quotation is open to all legally-constituted companies, institutions or proprietors that can provide the requested services and have capacity to undertake the research in Maldives.

I. About UNFPA

UNFPA is an United Nations 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 Maldives study on Women's Health and Life Experiences (2007) shows that 1 in 3 women aged 15-49 years have experienced at least one form of physical or sexual violence or both during their lifetime. It also cites that 1 in 5 women aged 15-49, who had ever been in a relationship, reported experiencing physical and/or sexual violence by an intimate partner. Significant efforts have been put in place since then to address this issue through the establishment of Family Protection Authority (FPA) to oversee and coordinate response to GBV, some protection mechanisms and legislative reforms such as the Domestic Violence Prevention Act (2012) and Gender Equality Law (2016). Despite these positive steps, the lived reality for women still remains dire. Demographic Health Survey (2016) shows that 1 in 4 ever-partnered women has experienced physical and/or sexual violence from an intimate partner in their lifetime indicating an increase from 1 in 5 women in 2007. Emerging issues such as increasing religious extremism has aggravated the negative impacts on the gains made in the rights and empowerment of women. With increasing evidence pointing to an increase in violence, especially intimate partner violence, during periods of lockdown, this places vulnerable women in an environment of violence with no possible escape.

Reporting of GBV remained limited at first during the first weeks of the pandemic, however, reporting increased with the prolonging of the lockdown as well as other restrictions placed to prevent the spread of



the infection. The Ministry of Gender, Family and Social Services has hotlines and social protection services established. A thorough analysis of the cases triangulated with key informant interviews and other relevant data can provide much needed information to shape the recovery and long term plans to prevent and respond to gender based violence. Moreover, the analysis will add to better understand the communication gaps and provide means to address them in the response to prevent GBV/DV.

Research questions on the impact of COVID19 that should be explored as a minimum are:

- Is there evidence for a change in the nature, forms or severity of reported violence?
- Is there an increase or decrease in service use?
- Are services being accessed and/or delivered and is this safe and effective?
- Nature of the challenges to service delivery during the pandemic, including communication on availability of services and referral pathways

This activity will be supported by the UNFPA Maldives.

Purpose

The purpose of this research is to create an evidence-based roadmap for reorienting of GBV/DV programme to encompass a human rights-based and survivor-centered approach. As such, the research will also inform the design and delivery of the national GBV response programme including the campaign to change public perceptions and attitudes towards GBV. This research will lead to achieving the specific objective of the programme which is that by 2023, women and young people will have improved access to GBV information and services and be able to counter myths and prejudices related to GBV.

Scope of work

The scope work includes the following:

- I. Desk review of relevant national strategies and legislation on GBV/domestic violence and other available documents, including survey and research reports, guidelines on GBV/DV programme of Maldives;
- II. Analysis of the summary of cases and administrative records of GBV/DV related issues reported during 2020 to MOGFSS/FPA
- III. Conducting Key Informant Interviews with stakeholders across different sectors and levels to determine the current services and communication gaps covering urban and rural settings;
- IV. Conducting discussions with relevant stakeholders to inform suitable communication preferences to address gaps and myths regarding GBV/DV;
- V. Provide recommendations for the national GBV/DV programme to address identified gaps.

Target Audience

Policy-makers at the Ministry of Gender, Family and Social Services, Family Protection Authority, NGOs and UN Agencies.



Deliverables

The research encompasses the following deliverables:

- I. 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;
- II. An interim report with initial findings outlining the characteristics and patterns of GBV of the reported cases;
- III. The final report outlining, but not limited to, the social determinants, nature and severity of violence, use of reporting mechanisms, support provided and identified gaps including communication gaps related to GBV.
- IV. Recommendations for policies and COVID-19 recovery and response programming including communication strategies.

It is essential to ensure the UNFPA's and the MOGFSS's involvement in each deliverable.

Indicative time frames

All deliverables envisaged by these terms of reference should be submitted to the requestor by 15 December 2020 (tentative date and depending on the contract signature date).

#	Deliverables	Payment terms and time frame
1	Submission of inception report outlining the methodology and activities, incorporating the recommendations of the expert committee.	30% of the contract fee, upon submission and approval by UNFPA, September 2020
3	Submission of the interim report with recommendations to GBV programme including its communication strategy and presentation to a core group of UNFPA and MOGFSS officials	20% of the contract fee, upon submission and approval by UNFPA, mid November 2020
5	Submission of the final report	50% of the contract fee, upon submission and approval by UNFPA, mid December 2020

Payment conditions:

The payment will be done in accordance with the above deliverables acceptance of the Contractor's invoice and complete set of supporting documentation where applicable on a quarterly basis.

The payment will be done in currency: Maldivian Rufiyaa.

Requirements and qualifications:

- I. The research consultant(s) / organization should have proven work experience and exposure required for the task. References to recent completed and published surveys are required.
- II. Be a resident entity of or have legal representation in Maldives with respective official registration.
- III. Expertise in qualitative research and behavioural change communication/ health promotion will be considered advantageous.



- IV. Academic background, master's degree (PhD desirable) in a relevant field for all the members of the team
- V. 5 years of research experience in the area of sociological research (references to recent completed and published surveys are required)
- VI. Previous experience of collaboration with a UN agency is advantageous

Intellectual Property

All information pertaining to this project (documentary, pictures, digital, cyber, project documents, etc.) belonging to UNFPA, which the Contractor may come into contact with in the performance of the duties under this assignment shall remain the property of UNFPA who shall have exclusive rights over their use. Except for the purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of UNFPA in line with the national and International Copyright Laws applicable.

Proposal evaluation

The detailed evaluation of the quotations will consist of expertise (technical) evaluation and financial evaluation.

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>Shadiya Ibrahim</i>
Tel N°:	<i>+960 3316940</i>
Fax N°:	<i>+960 3317936</i>
Email address of contact person:	ibrahim@unfpa.org

The deadline for question submission is **27 August 2020 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
The Technical Bid must be submitted by electronic method of transmission at the email address indicated in the section IV
- b) Curriculum vitae of all relevant applicants in the organization
- c) Submission of examples of previous work in similar capacity
- d) Price quotation, to be submitted strictly in accordance with the price quotation form
Language of the proposal – English



- e) **Separate Technical Proposal and Financial Proposal should be submitted in pdf format and** be signed by the bidding company's/institution's relevant authority

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: **Monday, 7 September 2020 at 11:00 a.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:	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/20/03**. 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	100		20%	



any, proving demonstrated expertise (CVs, subcontractor company profiles etc.)				
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%	
Grand Total All Criteria	400		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
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:

Financial score =	Lowest quote (\$)	X 100 (Maximum score)
	Quote being scored (\$)	

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.

Total score = 70% Technical score + 30% Financial score

VI. Award Criteria



UNFPA shall award a Purchase Order/Contract with duration till December 31st, 2020 to 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

The payment will be done in accordance with the above deliverables acceptance of the Contractor's invoice and complete set of supporting documentation.
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 treated in connection with the solicitation or award of a contract may submit a complaint directly to the Chief, Procurement Services Branch at procurement@unfpa.org.



United Nations Population Fund
Maldives Country Office
3rd Floor, Shinetree Building, Boduthakurufaanu Magu
Maafannu, Male' 20184, Republic of Maldives
Email: maldives.office@unfpa.org
Website: maldives.unfpa.org

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: office.maldives@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). English version of request for quotations prevails.



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/MDV/RFQ/20/03
Currency of quotation:	MVR
Validity of quotation: <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
1. Professional Fees					
<i>Total Professional Fees</i>					MVR
2. Out-of-Pocket expenses (e.g. travel and hall hire)					
<i>Total Out of Pocket Expenses</i>					MVR
Total Contract Price, excl. VAT <i>(Professional Fees + Out of Pocket Expenses)</i>					MVR
Total Contract Price, incl. VAT <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/20/03 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



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