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Date: 07 August 2015

REQUEST FOR QUOTATION

RFQ No. 2015 / 002 UNFPA – Survey on Financial Flows for Family Planning in 2014 in the Republic of Moldova

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service: **Conduct a Survey on Financial Flows for Family Planning Activities in 2014 in the Republic of Moldova** as per the Terms of Reference (ToR) presented below.

UNFPA requires the provision of consulting services to conduct a Survey on Financial Flows for Family Planning Activities in 2014 in the Republic of Moldova based on the standard provided methodology. This survey aims to get information on family planning expenditures made by the Government of the Republic of Moldova, NGOs, corporations and insurance company in 2014. The 2014 survey will serve as a progress report to demonstrate the important contribution from national institutions and international donors to family planning and will also provide a benchmark to measure future trends in allocations.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver the required services/deliverables in the Republic of Moldova, 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.

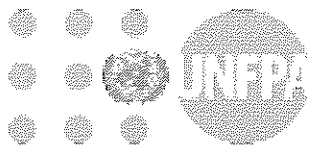
UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

II. Service Requirements/Terms of Reference (ToR)

1. Background information

UNFPA, United Nations Population Fund and Netherlands Interdisciplinary Demographic Institute (NIDI) conduct annually the Global Resource Flow survey to collect data on resource flows for population activities and reproductive health. The Resource Flows project was established in 1997 and is a joint collaboration between the United Nations Population Fund (UNFPA) and the Netherlands Interdisciplinary Demographic Institute (NIDI). The aim of the project is to monitor global financial flows for population and reproductive health activities through data collection and reporting on international population assistance and domestic expenditures for population activities in developing countries and countries in transition. The survey for 2014 is focusing more on family planning expenditures.

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Globally, whilst the 'unmet need' for voluntary family planning is expected to grow by 40 percent during the next 15 years, family planning has been losing priority on the international development agenda resulting in less funding and a greater gap between need and available resources. The global partnership, "Family Planning 2020" was started in 2012 to enable 120 million more women and girls to use contraceptives by 2020. It is clearly important to estimate the additional resources needed for achieving the abovementioned goal and there needs to be a clear idea of how much is spent on family planning and the allocation of such resources.

Many countries, like the Republic of Moldova are making economic and social progress, and have graduated to Middle Income Country status. Furthermore, the Republic of Moldova is moving towards European Union integration and has signed the Moldova–European Union Association Agreement on 27 June 2014. In this context, the importance of increasing domestic resources for family planning becomes more important. However, the actual contribution of national budgets to family planning remains unclear and more in depth analyses regarding family planning expenditures made by the Government, private sector, insurance company and NGOs in 2014 are needed.

UNFPA Moldova is seeking to recruit consulting company to facilitate such data collection in collaboration with Government ministries and national institutes based on the provided standard methodology.

2. Development Objectives

The 2014 Resource Flow Survey for family planning activities in the Republic of Moldova will contribute to improve data quality and build national capacity of the Government ministries and national institutions to monitor resource flows and develop evidence-based and cost efficient policies on reproductive health, including family planning.

3. Immediate Objectives

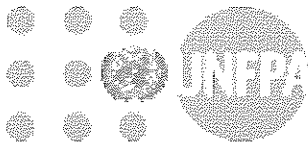
The 2014 Resource Flow Survey for family planning activities in the Republic of Moldova will serve as a progress report to demonstrate the important contribution from national institutions and international donors to family planning and will also provide a benchmark to measure future trends in allocations. The immediate objectives of the assignment are:

- Survey of national government departments to collect information on national budget including both domestic and international resources associated with family planning in 2014;
- Survey of private sector and insurance companies expenditures for family planning in 2014;
- Survey of NGOs to collect information on financial flow that includes the income received externally and internally for 2014.
- Work out future expected national budget for family planning for 2016 and 2017

4. Methodology

Under the overall guidance and supervision of UNFPA CO and in close coordination with the Ministry of Health, the selected institution is expected to apply standard provided methodology for the 2014 Resource Flow on family planning. The methodology is available here: <https://goo.gl/xYr1r5>

There are separate questionnaires for Government departments, insurance company, private sector and NGOs; as well as separate manuals with comprehensive explanation and step-by-step process to



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complete the questionnaires. The Netherlands Interdisciplinary Demographic Institute (NIDI) will act as the primary contact for all questions related to the methodology.

5. Deliverables

No.	Deliverable	Timeline
1	Inception report The inception report will include the plan of activities, timeline and the final list of the stakeholders that will be part of the survey (government departments, insurance companies, private sector and NGOs). The inception report will have to be agreed with UNFPA before starting the assignment.	By 10 th of September 2015
2	Completed and signed off questionnaires. The completed questionnaires shall fulfill the criteria provided in the methodology (the manual for the consultant)	By 25 th of October 2015
3	Survey Report dissemination workshop ½ day Survey Report dissemination workshop with the relevant institutions at the completion of the survey for validation of data	By 25 th of October 2015
4	Evaluation report The report shall be of approximately 3-5 pages. The structure of the report is indicated in the methodology (the manual for the consultant)	By 25 th of October 2015

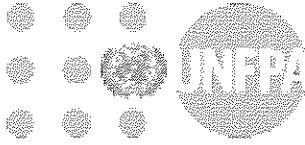
6. Activities

Activities include but are not necessarily limited to the following tasks. The company should then, based on their technical experience, add other activities they find relevant to achieve the expected objectives.

- Identify the stakeholders to be involved in the survey;
- Conduct desk review of reports of previous years and other relevant literature;
- Distribute the folders and the questionnaires to the identified stakeholders;
- Interview relevant stakeholders and compile the questionnaires;
- Check the progress of each organization after one week as a part of the follow-up of the survey in data collection;
- Compile and consolidate data entry;
- Discuss with the national responsible government authorities for verifying quality and authenticity of collected data in the course of refining the survey data;
- Develop and provide an overall evaluation report;
- Organize a ½ day Survey Report dissemination workshop with the relevant institutions at the completion of the survey for validation of data.

8. Timing

The assignment shall be conducted during September – October 2015. The deliverables are expected to be submitted by 25th of October 2015.



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III. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA: Diana Selaru, UNFPA Administrative and Finance Associate
Tel N^o: +373 22 214002
Fax N^o: +373 22 214003
Email address of contact person: selaru@unfpa.org

The deadline for submission of questions is 14 August 2015, 16:30 (GMT+2:00). Questions will be answered in writing and shared with parties as soon as possible after this deadline.

IV. Content of quotations (documents to be submitted)

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

- 1) Technical proposal, in response to the requirements outlined in the service requirements / ToRs, including proposed Work Plan, time scales and the list of stakeholders to be included in the survey, including company's supporting documents:
 - Copy of company's registration certificate.
 - Company profile including experience in similar assignments, list of similar surveys/researches etc. and clients' portfolio.
 - Statement of Satisfactory Performance or Letters of Recommendations from minimum 2 (two) Clients or business partners obtained in the last three years.
 - Resumes (CVs) of the Key Personnel comprising information requested as per the evaluation criteria.
- 2) Price quotation in USD, to be submitted strictly in accordance with the Price Quotation Form.

Both parts of the quotation (technical proposal and price quotation) must be signed by the bidding company's relevant authority and submitted in PDF format.

V. Instructions for submission

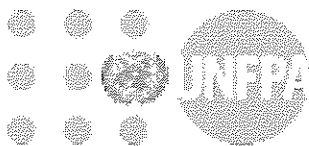
Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below no later than: Sunday, 23 August 2015, 23:59 (GMT+2:00)¹.

Name of contact person at UNFPA: Vladimir Paraschiv, UNFPA Administrative Associate
Email address of contact person: office@unfpa.md

Please note the following guidelines for electronic submissions:

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>

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- The following reference must be included in the email subject line: **RFQ No. 2015 / 002 UNFPA – Survey on Financial Flows for Family Planning**. 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 **5 MB (including e-mail body, encoded attachments and headers)**. E-mail must be free from any form of virus or corrupted contents, or the quotations shall be rejected. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline. Total number of submissions: max 5 e-mails.

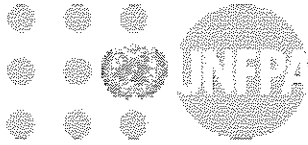
VI. Overview of Evaluation Process

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
General profile of the company and relevance to the assignment: <ul style="list-style-type: none"> • Legally registered in the Republic of Moldova; • 5 years of experience on the national market; • Working experience with UN Agencies and other donor organizations as an advantage. 	100		15%	
Specific company's experience and expertise relevant to the assignment: <ul style="list-style-type: none"> • At least 3 years of professional track records in areas of research and analysis in economics, public health research, sociology or related field. • Established network and working experience with relevant government agencies, private sector and local NGOs. 	100		30%	



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Technical approach 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 conducting surveys and researches and related processes (CVs, etc.)	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.

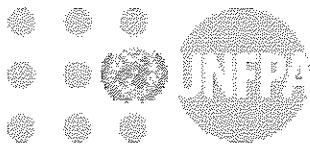
Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the Price Quotation Form. All other price quotes will receive points in inverse proportion according 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.

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

VII. Award Criteria

UNFPA shall award a Professional Service Contract on a fixed-cost basis to the Bidder that obtains the highest total score.

VIII. 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.

IX. 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.

X. 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 Office of Audit and Investigation Services of UNFPA as well as with any other oversight entity authorized by the Executive Director of UNFPA 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 contract, 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](#).

XI. 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](#).

XII. 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 the Business Unit, Mr. Ian McFarlane, UNFPA Representative at mcfarlane@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.

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United Nations
MOLDOVA

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XIII. 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).

Thank you and we look forward to receiving your quotation.

NAME, FUNCTIONAL TITLE:

Ian McFarlane, UNFPA Representative

Signature: _____

I. McFarlane, OIC

DATE: _____

07/08/2015

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