

UNFPA - because everyone counts.



International
Labour
Organization

Date: 13 August 2015

REQUEST FOR QUOTATION

RFQ No. 2015 / 003 UNFPA – Survey on Knowledge-Attitude- Practices among truck drivers on HIV issues in the Republic of Moldova

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service: **Survey on Knowledge-Attitude-Practices (KAP) among truck drivers on HIV issues in the Republic of Moldova** as per the Terms of Reference (ToR) presented below.

UNFPA requires the provision of services to conduct a Baseline Knowledge-Attitude-Practices (KAP) survey on HIV issues among truck drivers and managers of transport companies in the Republic of Moldova and develop an analytical report. The result of the survey will be used to design of further interventions (development of training modules, introduction of the module in the professional training programs, information materials) in prevention of HIV among drivers and key population.

This Request for Quotation is open to all legally-constituted organizations (private sector companies and NGOs) 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.

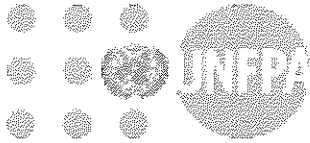
UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

II. Service Requirements/Terms of Reference (ToR)

1. Background information

According to WHO estimates in 2014 there were 1.3 million HIV-positive people in Eastern Europe and Central Asia (EECA) representing an estimated adult prevalence rate of 0.7%. Even though the HIV epidemic in EECA is still concentrated among sex workers, people who use drugs and men who have sex with men, their partners and clients are increasingly contributing to the spread of HIV infection further to general population, making sexual transmission more and more prevalent.

Throughout the region most of HIV response is focused on key populations, often neglecting such important groups as partners and clients of key populations. In this regard clients of sex workers play an increasingly important role in sexual transmission of HIV. There are some evidences that the long-distance truck drivers are being one of the forces in spreading of HIV/AIDS epidemic. Indeed, HIV blossoms out among mobile population groups. The role of long-distance truck drivers in spreading of HIV infection and other sexually transmitted infections (STI) takes roots in the lifestyle propagandized by their profession and conditioned by other social-economic factors: they are



**International
Labour
Organization**

UNFPA - because everyone counts.

travelling intensively, torn off from main society, and they are often involved into risk types of behaviour such as unprotected sexual relations with sex workers.

Such combination of mobility, sexual activity, and close relations and contacts with high-risk groups explains high level of HIV and STI spreading in this target group in many countries. Since except sexual relations with sex workers, the long-distance truck drivers also have sexual relations with their regular partners, the latter may be infected with HIV and spread it further thus making an epidemic moving outside the risk groups into general population. Therefore, the long-distance truck drivers are often attributed to bridge-groups, which may transfer HIV epidemic from high-risk HIV infection groups to general population.

It is therefore recognized that a comprehensive approach is needed to address truck drivers as their clients of sex workers. The UNFPA, United Nations Population Fund in the Republic of Moldova and the International Labor Organization (ILO) is planning to develop and implement interventions for the prevention of HIV infection among truck drivers as clients of sex workers to decrease the demand for unprotected sex among truck drivers (when with sex workers) and to form their responsible and safe behavior while on the road. The interventions will be built upon the past achievements of the Government, development partners and civil society organizations and will aim to develop a model of an effective HIV prevention targeting truck drivers.

This initiative is part of the UNFPA Regional Office for Eastern Europe and Central Asia Regional Initiative on Silk Road HIV response and the World of Work for truck drivers as clients of sex workers in Ukraine, Georgia, Moldova, Belarus, and Turkey.

As a first step, UNFPA Moldova Country office is looking for contracting an organization to conduct a Baseline Survey on Knowledge-Attitude- Practices among truck drivers and managers of transport companies in the Republic of Moldova to assess their knowledge, attitudes and behavior practices with regard to HIV and risky behavior. The results of the assessment will be presented at the national level to the stakeholders and Government as a tool of advocacy and design of further interventions (development of training modules, introduction of the module in the professional training programs, information materials) in prevention of HIV among drivers and key population.

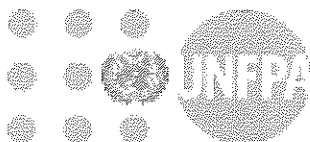
2. Development Objectives

The development objective of this assignment is to create a baseline for programme interventions in the area of HIV prevention of truck drivers. The results of the assessment will be presented at the national level to the stakeholders and Government as a tool of advocacy and design of further interventions (development of training modules, introduction of the module in the professional training programs, information materials) in prevention of HIV among drivers and key population.

3. Immediate Objectives

The immediate objective of this assignment is to design and conduct a Baseline "Knowledge-Attitude-Practices (KAP) survey among truck drivers and managers of transport companies in the Republic of Moldova" and develop an analytical report. This will create an overview of understanding the level of knowledge among truck drivers in HIV issues, as to build their capacity in the most efficient way in prevention of HIV. The survey should study the following, but not limited to:

- current knowledge and attitudes towards HIV/STI,
- behavior patterns and sexual practices (especially with regard to sex workers),



**International
Labour
Organization**

UNFPA - because everyone counts.

- age, mobility patterns, workload and level of education of truck drivers
- alcohol and drug use,
- perception of risks related to HIV/STI, condom use,
- desirable ways to receive prevention information and messages.

4. Methodology

The selected organization is expected to develop the methodology and conduct the baseline study on Knowledge-Attitude-Practices among truck drivers and managers of transport companies in the Republic of Moldova.

The methodology shall include sampling size, questionnaire, analytical methods to be used, etc. UNFPA can provide the examples of questionnaires and the analyses of the similar study conducted in Ukraine. The methodology will be consulted and approved by the Reference Group established with the support of UNFPA and ILO and will include governmental partners (Ministerul Transporturilor si Infrastructurii Drumurilor) and national institutions from the field of transportation (Centrul de Instruire a personalului pentru Transporturi Internationale, Asociatia Internationala a Transportatorilor Auto), health and education, NGOs active in HIV prevention and development partners.

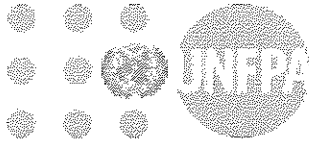
5. Deliverables

No.	Deliverable	Timeline
1	Methodology of the survey (in Romanian and English), consulted and agreed with the Reference Group	By 30 th of September 2015
2	At least one meeting with the Reference Group to consult the methodology and the questionnaires	By 30 th of September 2015
3	Survey Knowledge-Attitude-Practices among truck drivers and managers of transport companies carried out	By 30 th of October 2015
4	Draft analytical report describing in details the research findings (in Romanian and English)	By 15 th of November 2015
5	Final version of the analytical report and database of information collected (in Romanian and English)	By 20 th of November 2015
6	Present the result of the survey during the national stakeholders meeting	By 10 th of December 2015

6. Activities

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

- Meeting with UNFPA to discuss this TOR and clarify any details related to the expected study, deliverables and works schedule;
- Development and submission of the methodology research including sampling size, questionnaire and analytical methods to be used;
- Organize at least one meeting with the Reference Group to consult the methodology and the questionnaires;
- Carry out the survey among the truck drivers and managers of transport companies;
- Create and submit data base file with the obtained information;



UNFPA - because everyone counts.



International
Labour
Organization

- Conduct analysis of the obtained data;
- Preparation and submission of the draft version of the analytical report describing in details the research findings;
- Finalize the report based on feedback received from the Reference Group;
- Present the results of the survey during the national stakeholders meeting

8. Timing

The assignment shall be conducted during September – November 2015. The deliverables are expected to be submitted by 10th of December 2015.

III. Questions

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

Name of contact person at UNFPA:	Victoria Dochitcu, UNFPA Programme Associate on Reproductive Health and Youth
Tel N°:	+373 22 214002
Fax N°:	+373 22 214003
Email address of contact person:	dochitcu@unfpa.org

The deadline for submission of questions is **24 August 2015, 16:30 (GMT+2:00)**. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

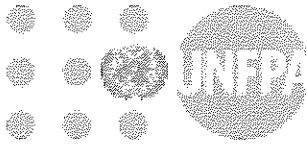
IV. Content of quotations (documents to be submitted)

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 a structured and detailed plan of work performance, calendar schedule and major milestones. The technical proposal should demonstrate how the objectives of these terms of reference will be achieved and deliverables produced. The technical proposal shall also include organization's supporting documents:
 - Copy of organization's registration certificate.
 - Organization profile including experience in similar assignments, list of similar surveys/researches etc. and clients' portfolio.
 - 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 organization's relevant authority and submitted in PDF format.

V. Instructions for submission



**International
Labour
Organization**

UNFPA - because everyone counts.

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: Tuesday, 01 September 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:

- The following reference must be included in the email subject line: **RFQ No. 2015 / 003 UNFPA – Survey on KAP among truck drivers on HIV issues in the Republic of Moldova**. 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

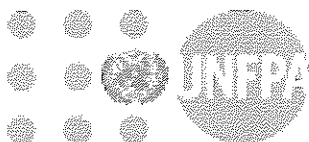
The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

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 organization and relevance to the assignment: <ul style="list-style-type: none"> • Legally registered in the Republic of Moldova; • 3 years of experience on the national market; • Working experience with UN Agencies and other donor organizations as an advantage. 	100		15%	

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



UNFPA - because everyone counts.

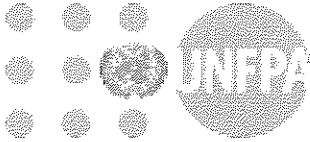


International
Labour
Organization

Specific organization'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 public health; sociology or related field;• Experience in conducting KAP and other sociological surveys;• Experience in conducting surveys among mobile and vulnerable populations and/or HIV issues will be an advantage.	100		30%	
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.). At least 2 experts from the project staff shall be experts on HIV prevention issues and education for transport sector.	100		15%	
Grand Total All Criteria	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



**International
Labour
Organization**

UNFPA - because everyone counts.

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.

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

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.



UNFPA - because everyone counts.



International
Labour
Organization

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.

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: _____



DATE: _____

13.08.2015