



Date: July 26 2018

REQUEST FOR QUOTATION RFQ N° UNFPA/AFG/RFQ/18/001

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

GBV Capacity Assessment of the Duty Bears for Health and Non-Health Sector

UNFPA requires the provision of GBV Capacity Assessment of the Duty Bears for Health and Non-Health Sector

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform in the country, 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](#)

Service Requirements/Terms of Reference (ToR)

I. Background and Context:

GBV is a serious human rights and public health issue that cuts across ethnic, cultural, religious, age and class divides. The prevalence of GBV remains high in Afghanistan; According to AfDHS 2015, 53% of ever-married women have suffered from spousal violence, whether physical (46%), sexual (6%), or emotional (34%). 16% of women age 15-49 reported that they experienced violence during pregnancy. Most of GBV cases concealed and driven by socio-cultural beliefs, values and practices. The consequences of GBV can be fatal or non-fatal. Despite the high prevalence of GBV in Afghanistan and significant consequences, there is still gaps in GBV responses services to the survivors of GBV, both in terms or geographical reach across the country and in terms of the range of interventions. Capacities of national institutions to prevent and manage GBV response services remain weak. This is exacerbated by inadequate number and quality of trained staff in GBV prevention and response.

For many women suffering from GBV, reaching response facilities such as healthcare, legal, protection and social services requires considerable investment of time and resources, and determination to overcome socio-cultural restrictions and repercussions.

Since 2013, UNFPA Afghanistan country office has mobilized funds from different donors to support the implementation of health sector response to GBV in 18 provinces (*Five with the support of the*

Government of Korea, six with support of DFID, four provinces with the support of DFAT and three with the support of Italian Cooperation Office) as contribution to the implementation of National Gender and Human Right Strategy. In 2017, UNFPA has mobilized additional fund from the Government of the Republic of Korea for the extension of current five provinces and **extension** to the new six provinces (Samangan, Faryab, Badghis, Ghor, Khost and Paktya). This project uses three inter-linked modes of engagement to be delivered as a package, and not implemented in isolation, on interventions to meet the “concept of the health sector GBV response model” these include: (1) capacity development of targeted institutions and duty bearers; (2) direct survivor-centered GBV service delivery including clinical management and psycho-social counselling using health facility as the integrated ‘service hub” with well-connected facilitated referrals; (3) knowledge management through baseline surveys, capacity assessment of existing facilities for GBV services provision in the new six provinces supported by the Government of Korea, GBV data collection using GBV IMS, monitoring; documentation of practice examples and end of project evaluation.

As part of the project’s strategy is to integrate Health sector response to GBV program in the health care service delivery, a system of continuous learning and use of evidence to guide programming and policy advice. In order to do so, already existing GBVIMS will be expanded to the new provinces to generate knowledge for GBV services and interventions. Accordingly, in order to measure changes at outcome level in this project, capacity assessment for duty bearers will also be conducted in the six targeted provinces to determine the duty bearer’s capacity in addressing GBV.

II. Purpose of the Consultancy:

Under the overall guidance of the UNFPA Monitoring Specialist and under the direct supervision of the Gender Specialist and the support of the Gender National Officer, the consultancy firm will be responsible to conduct the capacity assessment for duty bearer’s capacity on addressing gender based violence (GBV) in the six targeted provinces.

The purpose of this consultancy is to gauge:

1. Individual Competencies: Duty bearers’ (Department of Women Affairs, Public Health Directorate, Department of Justice, Police Head quarter, Court, Attorney General and NGO providing GBV services) level of knowledge and skills in the area of technical and managerial abilities that may require fulfilling the task of preventing and responding to GBV survivors.
2. Collective/ systematic Capabilities: Focus on the duty bearers’ ability and willingness to respond to GBV survivors to carry out their tasks and build networks with other duty bearers (referral system).

Objectives and scope of the Services

III. Objectives:

- To identify existing capacities of health care facilities to strengthen health sector responses to GBV.
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- To assess infrastructural readiness in order to scale up/ strengthen primary response to GBV
- To review inter-disciplinary collaborations and inter-agency reporting arrangements between health sector and other governmental sectors, e.g. police and justice, and community welfare systems in response to GBV at provincial level.

IV. Scope of Work:

The Consultancy firm should carry out the capacity assessment for duty bearers’ assessment for target groups in six provinces (Samangan, Faryab, Badghis, Ghor, Khost, Paktia) as follow:

1. Health Sector Capacity to respond GBV (46 Comprehensive Health Centers, 6 District Hospitals, 6 Provincial hospitals)-Primary audience

Dimension 1: Resources for implementation of GBV response

Assess available resources for health sector response to GBV in their workplace (*Dedicated Staff, Facilities, equipment, and technology required for GBV response*)

Dimension 2: Infrastructure

- Operating procedures and protocols addressing the GBV response-existence and practice
- Trained staff on GBV response
- Supervisory and coaching system
- Current service delivery system to GBV survivors, including the referral mechanism
- Current data collection system and reporting to GBV cases
- Current communication mechanism among the sectors involved in GBV response

Dimension 3: Knowledge and skills:

Knowledge and skills of provincial Health managers and service providers regarding GBV Preventions, response and referral

Dimension 4: Culture and Climate

Shared beliefs, values, and attitudes that influence behavior of provincial managers and providers towards the GBV survivors

Dimension 5: Engagement and Partnership

Existing inter-sectoral partnership and coordination related to GBV response

2. Legal sector capacity to respond GBV (prosecutors, courts, organizations providing defense lawyers at provincial level). - Secondary audience

3. Police sector capacity to respond GBV (FRU, CID and Gender and Hum. Rights dep.). Other key actors (dep. Of women affairs, NGOs, protection organizations)- Secondary audience

The consultancy firm will be responsible for following tasks:

- Design a study outlining the key methods required for the assessment that should be in line with the objectives set for the assessment: overall capacity assessment framework, data collection method, data management and analysis, and reporting outline.
- Design a detailed work plan with timeframe and in agreement with UNFPA in cooperation with the MoPH Gender Directorate and Policy, Planning Directorate of MoWA and Gender and Human Rights Directorate of MoI.
- Design of standardized questionnaires for the assessment based on the technical expertise of the consultancy firm and in harmony with instructions from UNFPA, MoPH, MoWA and MoI.
- Implement the field work according to an agreed methodology and timeline with UNFPA (data collection).
- Conduct data entry and analysis according to an agreed data management plan that supports the collection of qualitative data and information.
- Writing a report for UNFPA and MoPH on the results of the assessment.
- Making a power point presentation on the key findings of the assessment for UNFPA and MoPH.

1. Methodology:

The methodology and field work planning based on the following requirements:

1.1 The consultancy firm is asked to provide representative quality data on the existing capacity of the duty bearers: health service providers, non-health providers at provincial and district levels on the following issues:

- Specialized care to survivors of GBV
- The level of collaboration in managing, referral and reporting of GBV cases (through the referral pathways) among different providers.

1.2 Methodology of data collection:

The following methodologies will be used to collect data, each targeting specific group:

a. Key Informant Interview: With groups of provincial and regional directors and service providers from relevant Ministries (provincial police headquarters, DoWA, DoJ, PPHD, AIHRC, Civil Society Organizations...etc) to identify:

- The capacity of duty bearers in addressing GBV prevention and response.
- The level of collaboration in managing, referral and reporting of GBV cases (through the referral pathways) among different providers

b. Focus Groups Discussions: With proposed duty bearers, health workers (service providers) who are providing health services to survivors of GBV as well as non-health providers, legal actors, police enforcements and NGOs providers. The purpose is to generate enough in-depth data.

c. Clinic observation/ interview: This targets group of head of hospitals, comprehensive and primary clinics. A checklist/ or a guide will be developed to collect information about the health facilities in terms of:

- Human resources
- Policies/ protocols related to GBV are in use for: screening, treatment, referral, etc.
- Physical infrastructure and operations of the clinic, including maintaining privacy for case management and consultations.
- Availability of information materials on GBV prevention and response

d. Secondary data collection: Additional information to be obtained through desk review of other assessments and reports available by using internet searches and non-participant observations

2. Sample Size:

The sample size for each targeted province to be as follow:

a. 10 Key Informant Interview for all key actors

- One Provincial Hospital
- Two District Hospital
- Three Comprehensive Health Centers
- Legal actors
- Police forces
- Social support, DoWA, NGOs, CBOs

b. FGDs: 5-7, health workers, men, women per province

c. 6 health facilities per province for clinical observation and interviews

3. Data Analysis and Coding:

The data obtained will be coded and analyzed as per agreed methodology

V. Management and Organization

The consultancy firm will be supervised by UNFPA with cooperation with Gender Department from MoPH and MoWA.

VI. Qualification /experience required for the assignment:

1. Full specialized institution in social research, including experience in data collection and assessment and similar surveys in Afghanistan.
2. Adequate and appropriate human resources (assessment personnel, sampling expert/statistician, data collection and entry, consulting organizations to analyze data and write reports, and translator)
3. Management capability to conduct research (formative and KAP).
4. Experience of work with Ministry of Public Health is an added value

VII. Duration of Contract:

Eight weeks from the time of contract is signed between parties tentative timing for each task are as below:

Activity	Duration
Design methodology, field work plan, including designing the questionnaires	2 Weeks
Validation of the plan with UNFPA and MoPH	1 Week
Train the field surveyors on methodology and data collection	1 Week
Data Analysis	2 Weeks
Final Reporting on assessment report including presentation to UNFPA and MoPH	2 Weeks
Total	8 Weeks

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- **VIII. Geographical Spread:**
- The assessment will be conducted in 6 provinces: **Samangan, Faryab, Badghis, Ghor, Khost and Paktya**
- The districts will be randomly selected in each province.
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- **IX. Monitoring process**
- Based on the tasks proposed in scope of the work, the consultancy firm should deliver all the tasks based on the timeline proposed. A regular spot checks by the team leaders, UNFPA and MoPH will be conducted.
- **X. Reporting requirements**
- There will be three reports required throughout the contract duration:
- 1. Inception report: it is a technical and financial report just one month after the start of the project
- 2. Progress Report: it has two components technical and financial
- 3. Final Report: It is also technical and financial report, including the power point presentation.
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- **XI. Deliverables:**
- 1. Capacity Assessment Design, assessment framework, tools, report outline. The final tools should be in two languages in English and Dari in electronic format
- 2. Well-designed Final Report in electronic format with following sections
- Deliver the final report that should include:
- 1. An Executive Summary;

- 2. Introduction;
- 3. Methodology;
- 4. Results;
- 5. Discussion and Conclusion; and
- 6. Recommendations for action.
- 7. Provincial capacity development plan
- 3. Database of raw data, including the field study instruments.
- **XII. Facilities that will be provided by the Government:**
- The MOPH Gender Directorate will provide the following facilities to the successful NGO during the execution of agreement:
 - 1. Updated national guidelines and policies wherever appropriate.
 - 2. Authorization from the government as necessary.
 - 4. Invitation to attend conferences and key seminars, if appropriate.
 - 5. Copies of key reports and research carried out in Afghanistan
 - 7. Access to public sector health facilities

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>Hamed Rabbani</i>
Tel N°:	<i>0729261314</i>
Email address of contact person:	<i>rabbani@unfpa.org</i>

The deadline for submission of questions is 2nd August 2018, at 3:00PM. Questions will be answered in writing and shared with 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 service requirements / TORs.
- 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 IV above, along with a properly filled out and signed price quotation form, are to be sent by envelope to the below address no later than: 8th August 2018, at 10:00AM.

Name of contact person at UNFPA:	<i>Hamed Rabbani</i>
UNFPA Address	<i>UNOCA Compound, Jalalabad Road, Paktya kot</i>

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 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
Technical approach, methodology and level of understanding of the objectives of the project. Management capability to conduct research (formative and KAP) and experience of work with Ministry of Public Health is an added value	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 evaluation and related processes (CVs, etc.). Adequate and appropriate human resources (assessment personnel, sampling expert/statistician, data collection and entry, consulting organizations to analyse data and write reports, and translator)	100		15%	
Specific experience and expertise relevant to the assignment. Full specialized institution in social research, including experience in data collection and assessment and similar surveys in Afghanistan	100		30%	
Profile of the company and relevance to the Project.	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 [70-79] 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 quotation. 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.

$$\text{Total score} = [50 - 70\%] \text{ Technical score} + [50 - 30\%] \text{ Financial score}$$

VI. Award Criteria

UNFPA shall award a [Purchase Order / Professional Service Contract to the Bidder(s) that obtain the highest total score.

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](#).

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 Ms. Naila Akchurina, International Operations Manager at akchurina@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.

XI. 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

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/AFG/RFQ/18/001
Currency of quotation :	AFN
Delivery charges based on the following 2010 Incoterm:	Choose an item.
Validity of quotation: <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.



Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
1. Professional Fees					
<i>Total Professional Fees</i>					
2. Out-of-Pocket expenses					
<i>Total Out of Pocket Expenses</i>					
Total Contract Price					
<i>(Professional Fees + Out of Pocket Expenses)</i>					

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/AFG/RFQ/18/001 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	

**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](#)