



United Nations Population Fund  
CO Ukraine  
E-mail: [ukraine.office@unfpa.org](mailto:ukraine.office@unfpa.org)  
Website: [www.unfpa.org.ua](http://www.unfpa.org.ua)

Date: 4 February, 2021

Authorized by:  
**Jaime Nadal**  
**UNFPA Representative**

DocuSigned by:  
*Jaime Nadal Roig*  
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## **REQUEST FOR QUOTATION** **RFQ N° UNFPA/UKR/RFQ/21/04**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

### **Development of advanced capacity development package on domestic violence for corporate 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 Ukraine, or through an authorized representative.

This Request for Quotation is made within the project **EMBRACE (Enhancing National and Regional Mechanisms to Build Responsive, Accountable & Cost-Effective System of GBV Response and Prevention)** funded by the Government of the UK.

### **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](http://unfpa.org)

### **Terms of Reference (ToR)**

#### **Background**

Violence against women and girls is one of the largest human rights violations in the world. It has no social, economic, or national borders. Gender-based violence (hereinafter referred to as GBV) undermines the health, dignity, safety, and autonomy of its victims. It negatively affects the sexual and reproductive health of victims. GBV remains widespread in Ukraine, considering the armed conflict in Eastern Ukraine and the COVID-19 pandemic the numbers of these situations may increase.

UNFPA Ukraine is implementing the EMBRACE project (Enhancing National and Regional Mechanisms to Build Responsive, Accountable & Cost-Effective System of GBV Response and Prevention) funded by the Government of the UK.

The Project is aimed at strengthening national GBV/DV prevention and response system at the national and regional levels in order to ensure that the majority of gender-based violence survivors seek and have access to good quality survivor-centered services, while promoting a zero tolerance approach to GBV/DV in society. At the national level, private/corporate sector is one of the potentially important key stakeholders that could also lead and contribute to the national GBV response mechanisms.



## Goal

UNFPA Ukraine invites service providers who have successful experience in GBV/DV response and prevention capacity development, including design and delivery of training programs, and have experience in video production. The service provider will be expected to develop an advanced capacity development package on GBV/DV for corporate sector. A short-term contract will be signed with the service provider to deliver all mentioned services. The selected service provider will be working under the supervision of UNFPA GBV Programme Associate.

## II. Methodology

### Work scope

The selected service provider will be expected to provide following services:

No	Service	Goal	Description
1	Development of 1-day domestic violence response and prevention training program for business that provides the most comprehensive training support for leaders/management to acquire critical knowledge necessary to develop and drive a company-wide program of action. Conducting online train the trainer session	Training manual and facilitator guide (provides the presentation, speaking notes (scripts), and discussion guides). Online one-day training for organizations, with an extra half day for a train the trainer model	Learning outcomes of the training: <ul style="list-style-type: none"> <li>- Recognize the impact of domestic violence on survivors, potential victims, co-workers and the workplace environment.</li> <li>- Understand the issue and acknowledge every employer's responsibility to address domestic violence.</li> <li>- Respond effectively to domestic violence appropriately using differential options consistent with various levels of workplace responsibility.</li> <li>- Provide access to organizations who can help employees affected by domestic violence.</li> </ul>
2	Development and production of 8 videos as a part of the training program	8 videos, Duration of each video: no more than 2-3 minutes	<ul style="list-style-type: none"> <li>- Video explainers to illustrate violence at home, how it shows up in the workplace and how managers respond (unsupportive and supportive responses).</li> <li>- All video's actors' consents (and music) should be transferred to the customer for an unlimited period.</li> </ul>



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Expected deliverables and campaign timeframes.

Under the supervision of UNFPA GBV Programme Associate, the service provider should provide the following products:

No.	Expected deliverables	Time frames (at the latest)
1	1-day domestic violence response and prevention training program for business that provides the most comprehensive training support for management to acquire critical knowledge necessary to develop and drive a company-wide program of action. Conducting the train the trainer session, providing facilitator guide and participant workbook.	1 month after signing the contract
2	Transfer of Video explainers	2 months after signing the contract

### Intellectual Property

All information related to this project (documentary, visual, digital, cyber, project documentation, etc.) with which the Contractor may come into contact in the performance of its duties under this task shall remain the property of the United Nations Population Fund, which has exclusive rights to use them. Except for the purposes of this task, the information shall not be disclosed to the public or used in any form without the written permission of the United Nations Population Fund in accordance with national and international copyright laws.

### Requirements and qualifications:

UNFPA seeks a service provider with proven experience in the area of GBV response and prevention, and experience in capacity development, including design and delivery of training programs

The offeror should:

- have proven experience in GBV/DV response and prevention capacity development, including design and delivery of training programs (at least 3 years of experience);
- have experience in the field of video production;
- demonstrate ability to meet deadlines, work under pressure and measure results;
- be fluent in English.

### Questions

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

Name of contact person at UNFPA:	<i>Anna Tsytsak</i>
Email address of contact person:	<i>tsytsak@unfpa.org</i>

The deadline for submission of questions is Friday, 12 February, 2021 at 17:00 Kyiv time.



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### III. Content of quotations

#### Contents of quotations

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

Quotations must contain:

- a) Technical proposal has to contain the information that would provide evidence for proposal evaluation due to the mentioned criteria. The Technical Bid must be submitted by electronic method of transmission at the email address indicated in the section IV.
  - Concept and vision of the future videos
  - Concept and structure of the training program
  - Portfolio of the organization, information about the legal entity
- b) The price offer submitted exclusively according to the corresponding form.
- c) Language of the proposal – English or Ukrainian.
- d) **Separate Technical Proposal and Financial Proposal should be signed by the bidding company's relevant authority and to be submitted in pdf format.**

#### 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 secured e-mail and contact person indicated below no later than: **Monday, 22 February, 2021 at 10:00 Kyiv time**. Proposals sent to any other address will not be considered.

Name of contact person at UNFPA:	<i>Iryna Bohun</i>
Email address of contact person:	<b>ua-procurement@unfpa.org</b>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ № UNFPA/UKR/RFQ/21/04**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- Proposals should be submitted without VAT, as the UNFPA is exempt from VAT.
- 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 (100 points max)

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
Vision of videos: <ul style="list-style-type: none"> <li>Correspondence to the ToR</li> <li>Creative and adjustable approaches</li> <li>Depth of effective elaboration of the task</li> </ul>	100		20%	
Concept and structure of the training program	100		20%	
Expertise of the organization in the area of GBV response and prevention, including work with business, proven relevant experience, and staff credibility/reliability.	100		60%	
<b>Grand Total All Criteria</b>	<b>300</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	Up to 70

**Only those technical proposals achieving the score of 60 points and above will be considered as qualifying for evaluation of the financial proposal.**

#### Financial Evaluation (100 points max)

Financial proposals should follow the results-based budgeting approach. They will be assessed based on their clarity, completeness, level of detail and appropriateness. The maximum number of points shall be scored to the lowest price proposal among all technically qualifying applications. Other financial proposals will receive scores according to the following formula:

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



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## **Total score**

The total score of each application will represent the weighted sum of its technical and financial scores as follows:

$\text{Total score} = 70\% \text{ Technical score} + 30\% \text{ Financial score}$
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## **VI. Award Criteria**

UNFPA shall award a Purchase Order/Contract with duration until 31 December 2021 to the offer with the highest overall 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**

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: Ukrainian Hryvnias. In case of two currencies involved, the United Nations Operational Rate of Exchange should be used on the day UNFPA instructs that payment(s) (web: [www.treasury.un.org](http://www.treasury.un.org)).

The payment terms are 30 days after receipt of the related documents, invoices and other documentation required according to 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](#).



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## **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](mailto:procurement@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 Programme Manager Olesia Kompaniets at e-mail: [kompaniets@unfpa.org](mailto:kompaniets@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).

## **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.



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## PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	<a href="#">Click here to enter a date.</a>
<b>Request for quotation N°:</b>	UNFPA/UKR/RFQ/21/04
<b>Currency of quotation:</b>	
<b>Validity of quotation:</b> <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline)</i>	

**Proposals should be submitted without VAT as the UNFPA is exempt from VAT**

Item	Description	Number 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>					
<b>Total Contract Price</b> <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/UKR/RFQ/21/04 [**Development of advanced capacity development package on domestic violence for corporate sector**] 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.

	<a href="#">Click here to enter a date.</a>
Name and title	Date and place





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**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](#)