

## REQUEST FOR QUOTATION (RFQ) Mobilizing youth to organize a Safe Cities Youth – Theater Advocacy Group

DATE: April 27, 2016

REFERENCE: RFQ-SS-PHL-2016-004

Dear Sir / Madam:

We are seeking the services on Mobilizing youth to organize a Safe Cities Youth – Theater Advocacy Group and kindly request you to submit your quotation as per terms of reference/specifications, detailed in Annex 1 of this RFQ.

Quotations may be submitted on or before **9 May 2016** and via e-mail, to [katherine.belen@unwomen.org](mailto:katherine.belen@unwomen.org) cc: [jean.ricohermoso@unwomen.org](mailto:jean.ricohermoso@unwomen.org)

Quotations submitted by email must be limited to a maximum of 10 MB, virus-free and no more than 3 email transmissions. They must be signed and in .pdf format, free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UN WOMEN after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Conditions	
Payment Terms	30 days upon invoice
Validity of Quotation	<input type="checkbox"/> 90 DAYS <input checked="" type="checkbox"/> 120 DAYS
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted. <input checked="" type="checkbox"/> Partial bids not permitted
Value Added Tax on Price Quotation	Must be inclusive of VAT and other applicable indirect taxes
Contact Person for Inquiries (Written inquiries only)	Katherine Belen Jean Ricohermoso
General Conditions of Contract	For <a href="#">Services</a>

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UN WOMEN after it has received the quotation. At the time of award of Contract or Purchase Order, UN WOMEN reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFQ shall be subject to the General Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Conditions of UN WOMEN herein attached.

The UN Women has set out a vendor protest procedure intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. **It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected.** In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure>

Thank you and we look forward to receiving your quotation.

Sincerely yours,

***Katherine Belen***

*National Project Officer-Safe Cities*

## Annex 1: Terms of Reference

<b>Title</b>	<b>Mobilizing youth to organize a Safe Cities Youth – Theater Advocacy Group</b>
<b>Purpose</b>	To provide services for mobilizing youth leaders in Quezon City to organize a Safe Cities Youth – Theater Advocacy Group that can educate the community on gender sensitivity, sexuality, gender-based violence and sexual harassment.
<b>Location</b>	Within Metro Manila
<b>Contract duration</b>	From May 15 to July 30 2016
<b>Contract Supervision</b>	National Project Officer, UN Women Safe Cities Manila Programme

### I. BACKGROUND

UN Women is the UN organization dedicated to gender equality and the empowerment of women. A global champion for women and girls, UN Women was established to accelerate progress on meeting their needs worldwide. UN Women, among other issues, works for the elimination of discrimination against women and girls; empowerment of women; and achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

As part of the UN Women flagship, Safe Cities Global Initiative, and in partnership with the Mayor's Office of Quezon City(QC), UN Women is supporting the efforts of the city government in preventing and responding to sexual harassment and other forms of sexual violence against women and girls in public spaces.

With over 3 million people, Quezon City is the most populous city of Metro Manila and is politically subdivided into 142 Barangays. It is also the biggest city in terms of land area, and has one of the biggest urban poor populations and informal settlers, which is said to have already reached more than 223,000 (Quezon City Urban Poor Affairs Office, 2010).

UN Women Philippines Project Office is, thus, in need of an experienced organization who will provide services of mobilizing youth around the issue of sex & gender, sexuality, and gender-based violence and develop youth leadership in preventing and responding to sexual harassment and sexual violence against women and girls in public spaces.

**II. SCOPE OF WORK AND SPECIFIC TASKS** The organization will be responsible for **mobilizing youth leaders to organize a Safe Cities Youth – Theater Advocacy Group, that can conduct community trainings around the issue of gender sensitivity, sexuality education, gender-based violence, including sexual harassment and sexual violence against women and**

**girls in public spaces.** They will work together with UN Women National Project Officer for Safe Cities Manila Programme to train public youth and COs in order to:

1. Increase awareness on interrelation of gender, sexuality education and the issue of sexual harassment (SH) and sexual violence against women and girls (SVAWG) in public spaces and on the Safe Cities Programme of UN Women and Quezon City;
2. Educate public on the new law passed in Quezon City increasing penalties for SH and SVAWG; and
3. Increase reporting, both by bystanders/witnesses, and by the women and girls who experience SH and SVAWG.

Specifically, the organization will:

1. Identify 12 youth leaders and 7 community organizers from women grassroots organizations to attend a 3-day training that will be conducted by UN Women on the interrelations between gender sensitivity, sexuality and gender-based violence; as well as on using community theater for advocacy.
2. Conduct mentoring sessions with youth to address youth issues related to gender sensitivity, sexuality education and prevention of gender-based violence.
3. Present one community theater presentation highlighting the issues on young people's sexuality, health-seeking behavior and GBV
4. Create and maintain a database of youth and community members trained.
5. Coordinate with UN Women programme manager for Safe Cities Metro Manila Programme and prepare updates and reports on status of planned activities, community actions and initiatives, including identifying barangay support needs to better prevent and respond to sexual harassment of women in public spaces.

### **III. DURATION OF ASSIGNMENT AND LOCATION**

The time required for the consultancy is three months from 15 May to 31 July 2016.

Location: Within Metro Manila

### **IV. CONTRACT SUPERVISION**

The contractor will work under the direct supervision of UN Women National Project Officer for Safe Cities Manila Programme who will be responsible for the quality assurance of the deliverables.

### **V. PAYMENT SCHEDULE**

Deliverables	Tasks	Target Delivery Date	Payment <sup>1</sup>
<ul style="list-style-type: none"><li>• <b>Project Plan</b> with clear milestones (target dates for all sessions, and reporting)</li><li>• <b>List of 12 youth leaders and 7 community</b></li></ul>	<ul style="list-style-type: none"><li>• Development of project plan and localized training modules</li><li>• Identify 12 youth leaders and 7 community organizers from women grassroots</li></ul>	10 June 2016	50% of the total contract amount

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<sup>1</sup> Payment shall be made upon satisfactory submission and approval of the deliverables

<input type="checkbox"/> <b>organizations</b> including their profiles and TNA <b>6 Learning Session Modules</b> for Youth Leaders and Community Organizations	organizations to attend a 3-day training that will be conducted by UN Women on the interrelations between gender sensitivity, sexuality and gender-based violence; as well as on using community theater for advocacy.		
<input type="checkbox"/> Minutes of conducted 6 mentoring sessions on specified topics with youth leaders and COs <input type="checkbox"/> Database of youth and community members trained <input type="checkbox"/> Presentation highlighting the issues on young people's sexuality, healthseeking behavior and GBV <input type="checkbox"/> Updates and reports on status of planned activities, community actions and initiatives,	<input type="checkbox"/> Conduct mentoring sessions with youth to address youth issues related to gender sensitivity, sexuality education and prevention of gender-based violence. <input type="checkbox"/> Create and maintain a database of youth and community members trained <input type="checkbox"/> Present one community theater presentation highlighting the issues on young people's sexuality, health-seeking behavior and GBV <input type="checkbox"/> Coordinate with UN Women programme manager for Safe Cities Metro Manila Programme and prepare updates and reports on status of planned activities, community actions and initiatives, including identifying barangay support needs to better prevent and respond to sexual harassment of women in public spaces.	31 July 2016	50% of the total contract amount

## VI. PERSONEL/ QUALIFICATIONS

1. Track record in working on social justice and human rights issues, especially on gender
2. Registered organization in the Philippines (provide copy of proof such as business registration, SEC registration, BIR Registration and any other related documents)
3. At least 10 years of experience in community organizing and training
4. Agreeable to 'send bill' arrangement for final payment
5. Experience working with UN agency is an advantage
6. Please provide references for background checking

## VII. INSTITUTIONAL ARRANGEMENT

This institutional contract/Purchase Order will be directly supervised by UN Women Philippines Safe Cities National Project Officer.

The contractor will designate authorized representative in coordinating with the UN Women Philippines Project office on these services.

## **VIII. CONTRACT DURATION**

This institutional contract is expected to commence on **15 May 2016 and end on 31 July 2016**. Payment will be made upon submission of deliverables within the given timeframe stipulated in item Payments shall be made to the Contractor thirty (30) days from receipt of the Contractor's invoice and supporting documentation and certification by UN-Women that the Services represented by the invoice have been satisfactory provided.

## **IX. FORMAT OF QUOTATION**

The quotation should be based on this Terms of Reference (ToR) with the following submission packages:

1. Quotation based on the above Terms of Reference
2. Brief company profile and CV of personnel working on the project
3. Copy of business registration, SEC registration, BIR Registration and any other related documents
4. List of 3 references and contact details

## **X. EVALUATION METHOD AND CRITERIA**

### **Evaluation Method**

Quotations will be evaluated based on UN Women Lowest-Price Technically Compliant methodology. The contract will be awarded to the supplier who meet the requirements and provide the lowest price.

### **Evaluation Criteria**

The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) as per the criteria mentioned under Personnel/Qualifications section.