



Date: 18 August 2021

**Authorized by:**

DocuSigned by:  
  
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**Jaime Nadal**

**UNFPA Representative**

**REQUEST FOR QUOTATION  
RFQ № UNFPA/UKR/RFQ/21/20**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**UNFPA gender study by sectors to contribute to the EU Country gender profile**

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.

**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](#)

**Terms of Reference (ToR)**

Since April 2021, UNFPA is implementing the Programme 'WE ACT: Women's Empowerment Action' supported by the EU. It was developed to provide gender-responsive emergency support to the COVID-19 crisis and strengthen gender equality in Ukraine in the long run.

**The overall objective** of the 18 month Programme is to strengthen women's rights, opportunities, and resilience by mitigating the aftermath of COVID-19, identifying opportunities for addressing gender gaps and improving capacities of civil society organizations (CSOs) to promote gender equality, dismantling gender stereotypes and holding duty bearers accountable for the implementation of gender equality commitments (under Association Agreement/Deep and Comprehensive Free Trade Area).

To ensure gender perspective and to provide input for better gender mainstreaming of the EU cooperation with Ukraine, the Programme will support the preparation of a **Country gender profile with a focus on the state of implementation of the Association Agreement/DCFTA between Ukraine and the EU within Specific Programme Objective 2)** To support the promotion of gender equality in Ukraine from a European



integration perspective through increased opportunities for women's participation in economic and public life. The Country gender profile is developed in cooperation with the EU4Gender Equality: Reform Help Desk.

The Country Gender profile will provide an analysis of Ukraine's international and national commitments to gender equality and women's empowerment with a specific focus on the gender dimension of AA/DCFTA implementation and EU cooperation/assistance in Ukraine.

Ukrainian society remains far from achieving gender equality: according to the annual Global Gender Gap Report Ukraine's score on this tool was 0.721 in 2020 which corresponds to a rank of 74 of 156 countries. Gender Development Index (GDI) assesses gender differences in how people are faring in a particular country against a global measure comparing the Human Development Index calculated separately for women and men in three dimensions. The women's HDI value for Ukraine (2020) is 0.746 in contrast to 0.751 for men, and this results in a GDI value of 0.993. Considering the three dimensions that constitute the GDI, women's human development in Ukraine is hindered by their considerably more limited access to economic resources.

For Ukraine, obligations regarding gender equality stem from commitments to United Nations treaties and most notably the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), the adoption of the Sustainable Development Goals (SDGs) and, in particular, achieving gender equality as per SDG 5, while also adhering to human rights standards and directives of the Council of Europe (CoE), and the European Union, including under the Association Agreement/Deep and Comprehensive Free Trade Area (AA/DCFTA).

Thus, **UNFPA on request of the EU Delegation in Ukraine is launching a Request for Proposals (RfP) for conducting a gender study by sectors to contribute to the EU Country gender profile.** The gender study will identify key gaps and provide recommendations for the policy development and assistance programming. The results will also identify areas where engagement of CSOs with gender analysis expertise could enhance the process of formulating policies and interventions aimed at AA/DCFTA implementation through engendering development interventions.

## II. Methodology

### Scope of Work/Duties and Responsibilities

The methodology of the study has to combine various types of methods to make the complex gender analysis for the identified by EU Delegation focus areas which require additional qualitative and quantitative data collection. Given that the scope of assessment encompasses all aspects of gender equality in the country focusing on certain sectors, the methods to be employed for the study aim for holistic overview of all possible gender implications of the following sectors:

1. Healthcare sector and gender implication by rural/urban settings:
  - (a) Do women and men enjoy equal access to healthcare services?
  - (b) Do men use reproductive health services; frequency?
  - (c) Are female and male patients treated equally?
  - (d) While visiting doctors, do female and male patients receive enough information to make informed decisions regarding their health and treatment?
  - (e) What is the overall level of satisfaction with primary health care services reported by women and men?
  - (f) Whether female or male healthcare professionals are considered more trustworthy?
  - (g) Who brings children to healthcare providers and what are the reasons for this choice?
  - (h) How popular are healthy lifestyle practices among women and men including adherence to vaccination, regular health check-ups and physical exercises and healthy eating habits?
  - (i) What factors can motivate women and men to practice healthy lifestyles?



2. Gender in green transition (gender-environment nexus data collection) by rural/urban settings:
  - (a) What is women's representation in environmental decision-making at the national and local levels?
  - (b) To what extent women and men engage in civic activism about environment protection and addressing climate change?
  - (c) To what extent women and men as customers pay attention to environment friendly technologies of production of food, clothes and other items?
  - (d) To what extent women and men practice environment friendly activities on a daily basis and whether there is an eco-gender gap?
  - (e) Do women and men have equal access to clean water? How access to clean water limitations influence women and men?

The selected contractor is expected to suggest the survey methodology that may use desk reviews, online surveys/polls and focus-groups but not limited to them as well as research questions to be asked with experts and representatives of the sectors for which sex- disaggregated statistics and data on gender equality is lacking. It is important to provide an overview of specific conflict-related and pandemic-related gender issues per sector.

Under overall guidance of the UNFPA Programme Analyst, Gender and Women's Empowerment, the selected organization/think-tank/research organization will work closely with the UNFPA WE ACT Programme Coordinator to implement the following set of tasks:

1. Desk review. During the desk review, the available surveys, statistical data, legislation, assessments and reports on gender aspects of sectors listed in the outline will be reviewed and analyzed. These sources will cover the period of 2018-2021. Wherever possible, priority will be given to the most up-to-date data and information.

Where gender statistics or sex-disaggregated data will not be available, it should be inter alia considered as part of intervention and planning to support the development of such data.

2. Focus groups with experts and representatives of the aforementioned sectors will be used to amplify data collected through desk review.

At the focus groups, the discussion will be structured by the moderator to collect insights on stereotypes around women and men in specific sectors, barriers and obstacles that men and women face, patterns of gender differences in these sectors, reasons for inequality, etc. To guide the interviews and focus groups, the team of analysts will draft the respective questionnaires/guides.

3. Online-survey of experts and representatives of the aforementioned sectors to identify stereotypes, barriers and obstacles men and women face, patterns of gender differences in these sectors, reasons for inequality etc.

The questionnaires for the surveys will be developed by the team of analysts based on the findings of desk review and interviews and focus groups. They will contain both closed- and open-ended questions.

4. Public opinion poll that should include questions the answers to which will enable analysis of men's and women's perception of the healthcare services and green economy. The sample for public opinion poll should be representative in terms of sex, age groups, size of settlement and macro-regions of Ukraine (from 1,800 to 2,000 respondents).

**Deliverables:**

#	Deliverables	Payment amount	Preferred timeframe
1.	Workplan for the assignment with specified timeline, brief study design, including: <ul style="list-style-type: none"> <li>1) approaches to the survey sample;</li> <li>2) survey questionnaire;</li> <li>3) focus groups composition;</li> <li>4) focus group structure;</li> <li>5) Public poll questionnaire.</li> </ul>	30% of the contract amount	10 days after Contract signing
2.	Brief technical report on the desk review and process of recruiting of respondents and arranging focus groups and surveys as well as pre-testing of questionnaires conducted		10 days
4	Quantitative and qualitative data in the field collected, field supervision performed, data entry processing into statistical database (SPSS) and logical control completed and the database provided to UNFPA  At least 3 focus group discussions conducted (up to 6 persons each).	30% of the contract amount	20 days
5.	First draft of analytical report submitted to UNFPA.  It should include: <ul style="list-style-type: none"> <li>- Data analytics;</li> <li>- Mapping of key actors operating on gender equality in these sectors;</li> <li>- Propose conclusions and recommendations for the EUD in terms of the support to the government and civil society.</li> </ul>	40% of the contract amount	10 days
6.	Final analytical report, SPSS data base and PPT presentation and data visualisation with key findings submitted to UNFPA		15 days

All the deliverables (questionnaires, reports, summaries, findings, recommendations, etc.) should be provided in Ukrainian and English language. The intermediate deliverables (draft questionnaire, survey design, draft analytical report, etc.) to be provided in Ukrainian.

**Inputs**

- UNFPA will provide the Contractor with key background materials, studies, publications etc.;
- The contractor will be expected to use own computers and other necessary equipment.



## USE OF STUDY FINDINGS

The gender study will identify key gaps and provide recommendations for the policy development and assistance programming. The results will also identify areas where engagement of CSOs with gender analysis expertise could enhance the process of formulating policies and interventions aimed at AA/DCFTA implementation through engendering development interventions.

## Intellectual Property

All information pertaining to this project (documentary, audio, visual, digital, cyber, project documents, etc.) belonging to UNFPA, which the Contractor may come into contact with in the performance of the duties under this assignment shall remain the property of UNFPA with the exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of UNFPA in line with the national and International Copyright Laws applicable

## Requirements and qualification

The contractor should be a pool (group) of experts with mandatory involvement of an international consultant, with a solid monitoring and evaluation background and respective practical experience of evaluating international humanitarian and development interventions, or will represent a specialized agency (with mandatory involvement of an international consultant). One of the team members will be assigned with the Team Leader responsibilities. The team should have the following qualifications and skills mix:

- Academic background or special training in sociology
- Excellent knowledge of study principles, norms, standards, methodologies, designs, ethics and practices
- Technical sociological skills
- Study management skills
- Proven experience of conducting similar studies ideally in gender equality
- Excellent knowledge of Ukraine's healthcare system and social services
- Data management and analytical skills
- Communication and interpersonal skills
- Time management skills, ability to respect set deadlines
- Excellent writing skills
- Perfect knowledge of written and spoken Ukrainian, English

## Proposal evaluation

The detailed evaluation of the quotations will consist of technical evaluation and financial evaluation.

## Questions

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

Name of contact person at UNFPA:	Maksym Liushan, WeAct Programme Coordinator
Tel №:	+380 676530769
Email address of contact person:	<a href="mailto:liushan@unfpa.org">liushan@unfpa.org</a>

The deadline for submission of questions **Friday, August 27, 2021, 17:00 Kyiv time.**

## 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. Technical proposals should meet all the requirements of these terms of reference ensuring that the purpose, objective, questions, scope, criteria, deliverables, management and financial arrangements of the study are considered. A technical proposal should demonstrate the understanding of the assignment by the contractors and explain the proposed approach to organizing and managing the works, study methodology, data sources, data collection methods and tools, data analysis procedures and criteria for making judgments, as well as the proposed structure/contents of the study report and how it will be composed. The technical proposal should also provide a work plan and timeline, composition of the Team with updated CVs of all members, and links or soft copies of two most recent studies performed by the proposed team. **A file with the technical proposal must be clearly marked “TECHNICAL PROPOSAL” and should NOT contain any financial information.**

The Technical Bid must be submitted by electronic method of transmission at the email address indicated in the section IV.

b) Price quotation with proposed budgets should be submitted strictly in accordance with the price quotation form. Including:

- Daily rates for each member of the team and proposed number of working days for everyone on this assignment and specification of work to be performed.
- Operational support costs (e.g. communications, interpretation/translation, expendables, stationery, transportation, subsistence in case the travel is foreseen by the proposal).
- Any other costs that need to be covered to make the study exercise a success, with detailed justifications.

Travel expenses should be based on the most direct and economical fares and should not exceed the applicable [rates established by the United Nations](#) for Ukraine.

The financial proposal must be submitted together with the technical proposal by electronic method of transmission at the email address indicated in the section IV and clearly marked “FINANCIAL PROPOSAL”.

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.**

#### 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: **Wednesday, September 1, 2021 at 17:00 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><a href="mailto:ua-procurement@unfpa.org">ua-procurement@unfpa.org</a></b>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/UKR/RFQ/21/20**. 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 **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
Overall response <ul style="list-style-type: none"> <li>General quality and completeness of the proposal vis-à-vis the terms of reference and request for quotations requirements</li> <li>Applicant's understanding of the study subject, purpose, objectives, scope, expected deliverables</li> <li>Applicant's background, official registration, certifications, memberships etc.</li> </ul>	100		20%	
Proposed methodology and approach <ul style="list-style-type: none"> <li>Proposed approach to organizing and managing the study</li> <li>Proposed methodology, data sources, data collection methods and tools, data analysis procedures and criteria for making judgments</li> <li>Proposed structure/contents of the study report and how it will be composed</li> <li>Proposed work plan and timeline</li> <li>Deliverables are addressed as per TOR; proposed timelines are met</li> </ul>	100		50%	
Technical capacity of the research Team <ul style="list-style-type: none"> <li>Range and depth of experience with similar studies</li> <li>Academic qualifications and job record</li> <li>Competencies and skills relevant for the study (e.g. communications, analysis, data management, report writing, software use)</li> <li>Language proficiency</li> </ul>	100		30%	
<b>Total</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	0-69

**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 (\$)	

#### Total score

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

$\text{Total score} = 60\% \text{ Technical score} + 40\% \text{ Financial score}$
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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.





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)

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)).

#### **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](#).

#### **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 Kompaniiets at e-mail: [kompaniiets@unfpa.org](mailto:kompaniiets@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.



### 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 №:</b>	UNFPA/UKR/Rfq/21/20
<b>Currency of quotation:</b>	UAH
<b>Validity of quotation:</b>	
<i>(The quotation shall be valid for a period of at least 3 months after the submission deadline)</i>	

Item	Description	Number of Staff by Level	Hourly Rate	Hours to be Committed	Total
1. Professional Fees					
Total Professional Fees					UAH
2. Out-of-Pocket expenses					
Total Out of Pocket Expenses					UAH
Total Contract Price, excl. VAT (Professional Fees + Out of Pocket Expenses)					UAH
Total Contract Price, incl. VAT (Professional Fees + Out of Pocket Expenses)					UAH

*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/21/20 [UNFPA gender study by sectors to contribute to the EU Country gender profile] 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	



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)

**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](#)