



Date: 15, 05, 2022

## **REQUEST FOR QUOTATION**

### **RFQ N° UNFPA/AFG/RFQ/22/10**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

### **Consultancy firm to conduct primary data collection for Interagency Rapid Gender Analysis in Afghanistan**

#### **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](https://www.unfpa.org/)

UNFPA requires the provision of:

#### **I. Background**

The impacts of humanitarian crises are not gender neutral. Global evidence shows that when disasters strike, and humanitarian crises unfold, they have differential impacts on women, girls, men, boys and persons of diverse gender identities. Women, girls, men and boys have distinct gender roles and responsibilities and understanding these norms is crucial to understanding the impact of the crisis, displacement, and how to ensure adequate access to assistance. Humanitarian response informed by gender analysis means that humanitarian action incorporates recommendations drawn from that robust analysis, which identifies the shifting needs, capacities and priorities of women, girls, men and boys.

Afghanistan has emerged as one of the world's most complex emergencies. Afghanistan's population is estimated to be 41.7 million in 2021, of whom 51 per cent are men and 49 per cent are women. A staggering 47 per cent of the population are under 15 years old, giving Afghanistan one of the highest youth populations in the world. The crisis dynamics in the country are multi-layered, and Afghanistan's people are facing the devastating effects of conflict, increasing poverty, economic decline and disasters, all of which are amplified by the impact of the COVID-19 pandemic. Disparities in urban and rural areas are an additional factor exacerbating gender gaps and have directly impacted service delivery to Afghan women and girls over the past two decades.

The Taliban takeover of Kabul on 15 August 2021 has had a seismic impact on Afghanistan. Taking into account revised population estimates, 24.4 million Afghans – more than half of the country's estimated population – are projected to be in need of humanitarian assistance in 2022.<sup>1</sup> The number of internally displaced

---

<sup>1</sup> OCHA, June 2021 (<https://www.unocha.org/story/daily-noon-briefing-highlights-afghanistan-3>)



persons (IDPs) reached around 5.5 million in September 2021<sup>2</sup>. Approximately 80 percent of nearly a quarter of a million Afghans forced to flee since the end of May are women and children<sup>3</sup>. Currently, more than half the Afghan population faces crisis or emergency levels of food insecurity, according to the latest Integrated Food Security Phase Classification (IPC) report.

Afghan women and girls face unique vulnerabilities as gender inequality is interwoven with conflict dynamics and humanitarian needs. Women's fundamental rights have been continually threatened since the Taliban takeover and the limited gains made over the past twenty years are now at risk of being erased – and at worst regressed. Afghan women are disproportionately affected by food insecurity since August 2021 as they are more likely to reduce meal portion sizes or skip meals than men. WFP data from as early as September 2021 in Afghanistan, found that women from female headed households were skipping meals more frequently than women in male-headed households. Afghanistan has one of the highest fertility rates in the world, and Pregnant and Lactating women (PLW) and their children have specific nutritional needs. In the face of inaction, over 800,000 PLW could be at risk of suffering from acute malnutrition in 2022. Years of conflict, instability, drought, and COVID-19 in the country will likely exacerbate prior gaps in service delivery to women (in health, education, humanitarian aid), lack of funding and shortages of female workers. In addition to this, high rates of gender-based violence, and shortages of reporting/referral services are expected to worsen.

In a country where 8.5 per cent of the population is estimated to be living with a severe disability, gender, age and disability – as well as ethnicity and location – intertwine in increasing the marginalization of persons with disabilities. This is particularly true for women with disabilities, who are often additionally disadvantaged as they face marginalization due to both their gender and disability. They are less likely to find/have a job, and often earn lower wages when employed. Adding to their difficulties, women with disabilities generally experience violence at higher rates and on a far greater scale than other women and are at greater risk of neglect and exploitation.

## **II. About the Interagency Rapid Gender Analysis**

### **A. Overall Purpose**

The Interagency Rapid Gender Analysis (RGA) for the Afghanistan humanitarian response will provide information about the different needs, risks, capacities and coping strategies of women, girls, men and boys of all gender identities and of all diversities in this crisis. A Rapid Gender Analysis is built up progressively using a range of primary and secondary information to understand gender norms, roles and relations and how these may change during a crisis.

### **B. Outcomes**

The RGA will contribute to the gender evidence base to inform gender-responsive, inclusive and effective response and recovery plans through practical programming and operational recommendations to address gender issues, needs, priorities, risks and barriers, whilst building on the capacities, of women, men, boys and girls of all gender identities and diversities. It will help inform promoting more gender-transformative approaches while also ensuring doing no harm; as well as advocacy priorities on gender equality and the empowerment of women and girls.

<sup>2</sup> <https://www.unwomen.org/en/digital-library/publications/2021/12/gender-alert-womens-rights-in-afghanistan>

<sup>3</sup> UNHCR, 13 August 2021 (<https://www.unhcr.org/news/briefing/2021/8/611617c55/unhcr-warns-afghanistans-conflicttaking-heaviest-toll-displaced-women.html>) and OCHA, Internal Displacement in Kabul, 15 August 2021: [https://reliefweb.int/sites/reliefweb.int/files/resources/flash\\_update\\_4\\_-\\_internal\\_displacement\\_-\\_kabul\\_15\\_aug\\_2021.pdf](https://reliefweb.int/sites/reliefweb.int/files/resources/flash_update_4_-_internal_displacement_-_kabul_15_aug_2021.pdf)



### C. Methodology

The RGA will use a mixed method, combining quantitative and qualitative data collection strategies, and making use of both primary and secondary data for triangulation of findings.

Secondary data: Gathering key gender information from recent, existing reports necessary for understanding gendered dynamics and sectoral needs.

Primary data: Taking into consideration the gender information gaps identified in the secondary data review, information from women, men, boys and girls about the impact of a crisis will be collected. Planned primary data collection tools include: KIIs, community group discussions (CGD) (disaggregated) and household surveys. It may be useful to explore options for digital data collection via text surveys or using the RGA Voice App that can be used to enhance data collection.

### D. Coordination

A Technical Reference Group (TRG), composed of technical leads representing each of the collaborating agencies (WFP, UN Women, IRC, CARE, UNFPA and REACH) and the Interagency Senior Gender Advisor (GenCap) provides on-going support to the RGA in different capacities, by sharing information, expertise and resources.

Under the overall guidance of the TRG, an independent lead researcher will be responsible for the development of the RGA primary data collection analysis and report drafting. The lead researcher will oversee and ensure the quality assurance of the primary data collection process, which will be conducted by a consultancy firm based in Afghanistan.

## III. Consultancy firm/team

In close collaboration and coordination with the lead researcher and direct supervision of RGA TRG, the contracted entity will have the responsibility for organizing and conducting the primary data collection and raw data analysis of the Interagency Rapid Gender Analysis.

The consultancy firm will appoint a Team Leader who will take the overall responsibility for the management process and who will be the focal point for coordinating and communicating with the RGA TRG and lead researcher. The consultancy firm will also be responsible for logistics management for their field work and data collection activities.

Throughout the process, it will also be responsible for ensuring the quality of the data collected, suitability and availability of enumerators, as well as ensuring that all data collection activities are in compliance with ethical and safety standards.

### A. Scope of the assignment

The methodology will be adapted from CARE's Rapid Gender Analysis methodology. Context specific constraints and lessons learned from previous assessments conducted in Afghanistan will be foreseen when designing the methodological approach.

Submissions by interested consultancy firms must propose specific methodologies deemed most practical, efficient and accurate.

The RGA in Afghanistan will be national in scope, with the expectation to cover all 34 provinces with quantitative methods and at least 12 provinces, to be defined by the TRG, with qualitative methods.

Based on the above, the following tasks are expected to be carried out by the consultancy firm/team within a timeframe period of 4 weeks:

- Propose methodology, sampling, and data collection methods. These will be further refined and endorsed by the TRG and lead researcher. The content of the questionnaires will be developed by the lead researcher and not by the consultancy firm.
- Identify and coordinate a gender balanced group of enumerators with sufficient expertise and capacity to carry out the interviews and facilitate focus group discussions within the specified data collection period. The selected enumerators will be further trained by the RGA lead researcher and UNFPA.
- Identify respondents and key informants according to the agreed methodology and sample. Engage with Women led CSOs and organizations of persons with disabilities as needed to assist with data collection and the selection of key informants. The TRG members will assist and facilitate access as needed to key informants in safe spaces.
- Organize and coordinate primary data collection on the ground and online where required. The consultancy firm will be responsible for the logistics and travel of the enumerators and note takers and the provision of the required equipment.
- Reimburse transportation cost and provide refreshments as required to key informants as per UNFPA policy.
- Translate the questionnaires and training materials developed by the lead researcher to Dari and Pashto.
- Translate data collected to English ensuring quality assurance.
- Perform data cleaning and raw data analysis in a timely manner as data becomes available, ensuring the lead researcher can analyse data and seek clarification throughout the data collection process and not only at the end of it.

#### **B. Limitations and mitigation measures:**

Some of the anticipated limitations to conduct data collection in the current context in Afghanistan include:

- Representation of all diversities and ethnic groups.
- Access to remote/hard to reach locations.
- Participation of a representative sample of women and girls' respondents in a meaningful and safe manner
- Representation of persons with disabilities.

To mitigate these limitations, specific measures will be sought such as:

- Partnering with local women's CSOs and CSOs representing diverse populations groups.
- Changes in the capacity of women's CSOs and support required will be accounted as the circumstances and security risks evolve.
- Engaging with working groups promoting crosscutting themes.
- Developing innovative strategies to conduct remote data collection when access is not possible or too risky.

#### **C. Ethical and Safeguarding Considerations**

All efforts will be made to protect both respondents and enumerators.



Enumerators will ensure when collecting data that the scope of the survey/interviews is clearly conveyed and understood by the respondents in order to ensure informed consent is provided as well as potential expectations are managed. Conflict sensitivity will be also taken into consideration when designing the questionnaire and training the enumerators.

To promote greater access to lifesaving information, the enumerators will also be trained in providing crucial information to the respondents and conduct safe referrals using protection referral tools. The training will be delivered by the RGA lead researcher. Respondents will be given the time to ask questions, and enumerators will be provided training and information to adequately answer these.

#### **D. Intersectionality**

In order to integrate overlapping vulnerabilities as a variable for analysis, the RGA will take into consideration, when possible, the following characteristics from respondents: education status, age, legal status, socio-economic status, gender identity, sexual orientation, geographical location, religion, ethnicity/nationality.

In particular, acknowledging that many assessments in Afghanistan have been conducted in ways that exclude persons with disabilities, the RGA will collaborate with the Disability Inclusion Working Group representatives and local organizations representing and/or working closely with the specific population groups to identify data gaps and also to design any new assessment methodologies in a way to promote inclusion and reach those who are most often excluded from assessments to date.

Additionally, special attention will be put to the existent geographic variances across the country in terms of access to services, especially in areas that are rural/remote or have been economically depressed by drought and conflict.

#### **E. Confidentiality and data protection**

Data collected will be kept safe, secure and anonymized. Data protection protocols will be followed, and any personal or identifiable data will be deleted from devices used by the enumerators, volunteers and staff working on data cleaning and analysis. No identifiable data will be shared in the report.

#### **F. Informed consent**

All surveys and KIIs will be conducted on a fully voluntary basis. Informed consent will be taken in order to conduct the surveys and KIIs. All consent forms and interviews will be in the primary language of the respondents.

#### **G. Protection**

All enumerators will be trained on safe, timely and confidential referrals of any disclosure of protection cases, including GBV, child protection or sexual exploitation and abuse by humanitarian workers. The lead researcher and UNFPA will provide training on ensuring do no harm on GBV.

### **IV. Timeframe**

The assignment should be completed within **4 weeks** from the date of signing the contract.

### **V. Expected Deliverables**

	Deliverables	Items Covered/ Included	Timeframe	Payment Schedule
--	--------------	-------------------------	-----------	------------------

1	<b>Workplan</b>	-Detailed workplan including the methodology endorsed by the TRG and the data collection team (Team leader, enumerators, note takers, research assistants, translators) -Required meetings with lead researcher	1 <sup>st</sup> week	
2	<b>Summary of preparatory work</b>	-identified participants (respondents and key informants) in data collection process in coordination with relevant stakeholders and networks -Questionnaires are translated to Dari and Pashto -Training of data collection team is completed in coordination with the lead researcher -Required meetings with TRG members conducted	2 <sup>nd</sup> week	First payment (20%)
3	<b>Field data collection</b>	-Field test and validation of questionnaires/data collection tools - Field data collection in all locations is completed	2 <sup>nd</sup> and 3 <sup>rd</sup> week	Second payment (40%)
4	<b>Data cleaning</b>	- Quantitative data entry, data cleaning and raw data analysis performed. - Qualitative data is fully transcribed. - Data is translated to English and handed over to the lead researcher as it is made available.	3 <sup>rd</sup> and 4 <sup>th</sup> week	Final payment (40%)

### **Payment terms**

Payment is linked to deliverables as per table above. Please note that final payment to a contractor is dependent on the satisfactory completion of deliverables.

### **VI. Requirements:**

The consulting firm must have a proven track record and technical expertise in the relevant field and should meet the following specific requirements:

- a) Experience:
  - Technical knowledge and demonstrated experience in Afghanistan related to data collection methods, data analysis and reporting, preferably on gender related issues
  - Experience in participatory methods
  - Experience in conducting data analysis and reporting
  - Demonstrated experience in working successfully as a multidisciplinary team
  - Understanding of diversity, including cultural and gender awareness
- b) Skills:



- Interviewing skills, especially in interviewing different target audiences
- Facilitation skills, especially in working with groups of different target stakeholders (i.e. beneficiaries, including women and men, adolescents; non-governmental organisations; civil society)
- Data analysis
- 
- c) Personal ethics:
  - Be sensitive to beliefs, manners and customs and act with integrity and honesty in their relationship with all stakeholders, in accordance with human rights norms
  - Protect the anonymity and confidentiality of institutions and individual informants

## 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>0093729261314</i>
Email address of contact person:	<i>rabbani@unfpa.org</i>

The deadline for submission of questions is [18 May 2022, 02:00 Pm, Kabul Time ]. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

## III. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested services and have legal capacity to enter into a contract with UNFPA to perform in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

## IV. Content of quotations

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid **separately** from their Financial Bid containing the price information. Each envelope shall consist of a single email whenever possible, depending on file size.

- 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.





## V. Instructions for submission

[  
Please note the following guidelines for electronic submissions:

- The following reference must be included by the Bidder in the email subject line:
  - UNFPA/AFG/RFQ/22/10 – [Company name], Technical Bid
  - UNFPA/AFG/RFQ/22/10 - [Company name], Financial Bid
  - Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.
- It is the Bidder's responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid's misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.
- The total email size may not exceed **20 MB (including email 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.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the address indicated below no later than : *[23 May 2022 at 02:30 Pm Kabul time.*

Name of contact person at UNFPA:	<i>Hamed Rabbani</i>
Official Email address of SCMU:	<a href="mailto:bidsafg@unfpa.org">bidsafg@unfpa.org</a>

Or in hard copy to the following address no later than *[23 May 2022 at 02:30 Pm Kabul time.*

To: UNFPA Afghanistan Country Office,  
Procurement Unit  
UNOCA Compound, Kabul Jalalabad Road, Paktia Kott  
Kabul, Afghanistan

## 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 obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Technical approach, methodology and level of understanding of the objectives of the project	20		20%	
Work plan/time scales given in the proposal and its adequacy to meet the project objectives	20		20%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.)	20		15%	
Specific experience and expertise relevant to the assignment	20		30%	
Profile of the company and relevance to the Project.	20		15%	
<i>Grand Total All Criteria</i>	100		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 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 RFQ. 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.

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

#### **VII. Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a [Purchase Order / Professional Service Contract on a fixed-cost basis to the Bidder(s) that obtain 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 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.



United Nations Population Fund  
Afghanistan Country Office  
UNOCA Compound, Kabul Jalalabad Road Paktia Kott Kabul,  
Afghanistan  
Email: [rabbani@unfpa.org](mailto:rabbani@unfpa.org)  
Website: [www.unfpa.org](http://www.unfpa.org)

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 Dr. Aleksandar Sasha Bodiroza, UNFPA Representative at [bodiroza@unfpa.org](mailto:bodiroza@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, Supply Chain management Unit at [procurement@unfpa.org](mailto: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).



## PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation N°:</b>	UNFPA/AFG/RFQ/22/10
<b>Currency of quotation :</b>	USD
<b>Delivery charges based on the following 2020 Incoterm:</b>	Choose an item.
<b>Validity of quotation:</b>	
<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.

Example Price Schedule below: *[Delete after properly completing the Price Schedule, also develop excel version]*

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

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/22/10 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	



United Nations Population Fund  
Afghanistan Country Office  
UNOCA Compound, Kabul Jalalabad Road Paktia Kott Kabul,  
Afghanistan  
Email: [rabbani@unfpa.org](mailto:rabbani@unfpa.org)  
Website: [www.unfpa.org](http://www.unfpa.org)

**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](#)

Attached.