



Date: 21 April 2018

REQUEST FOR QUOTATION RFQ N° UNFPA/BKK/RFQ/18/ 006

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

Youth, Peace and Security initiative to strengthen capacity of young peacebuilders in the Asia Pacific region

UNFPA requires the provision of Youth, Peace and Security Capacity Building initiative which details can be found from the Terms of Reference.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver the required services as stated in the Terms of Reference.

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

Youth, Peace and Security initiative to strengthen capacity of young peacebuilders in the Asia Pacific region

Background

In December of 2015, the Security Council adopted the ground-breaking Resolution 2250, on Youth, Peace and Security. For the first time, the UN Security Council recognized the positive role youth play in conflict prevention, the prevention of violent extremism and peacebuilding. The Resolution was championed by Jordan, and adopted unanimously. Security Council Resolution (SCR) 2250 is premised on the fact that governments and the multilateral system have been challenged in effectively accessing, working with and fully including young people in peacebuilding, prevention efforts and decision-making at all levels.

UN SCR 2250 mandated the Secretary-General "to carry out a progress study on the youth's positive contribution to peace processes and conflict resolution, in order to recommend effective responses at local, national, regional and international levels", and to present the results of the Study to Member States of the United Nations. The Study has been undertaken as an independent, evidence-based and participatory research process, and will produce an



operational report proposing a forward-looking agenda for the international community (to be released in the next few months). It will provide the evidence of young women and young men's engagement on peace and security issues and help overturn the negative stereotypes surrounding youth in conflict by highlighting and promoting young people's active and positive contributions to sustaining peace.

Asia and the Pacific Region

In the Asia-Pacific Region, a significant number of countries are in the midst of crises and armed conflict and half of the world's refugee population is located in this region¹. Asia-Pacific is also known to have the largest number of youth which comprises 60% of the world's youth population, translating to approximately 717 million youth from ages 15-24². Young people are often exposed to the detrimental impacts of disasters, poverty and inequalities. In such challenging contexts, lives are disrupted from their normal function and development is derailed. Understanding the magnitude of the impact on individuals' lives in these conditions, has contributed to the increasing concern about young people's involvement and participation in the propagating of violence and preventing of peace and development versus becoming actors for peace in their societies³.

As part of the progress study, a Regional Consultation on Youth, Peace & Security in Asia and the Pacific took place in Bangkok 16-19th May. Forty young participants (15 to 30 years of age) from the region were selected out of a targeted open call and nominations for applications. Participants came from 21 different countries: Bhutan, Cambodia, China, India, Indonesia, Iran, Japan, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Pacific Islands, Sri Lanka, South Korea, Thailand, Timor-Leste and Vietnam. The recommendations from the regional consultation⁴ included recommendations on a) Support for Youth Organisations/Initiatives; b) Mechanisms for the Implementation of UN SCR 2250; c) Political inclusion; d) Education; and, e) Social Media. Post consultation, UNFPA worked with the informal network of the consultation participants to finalised the recommendations. Included in the comprehensive recommendations were specific recommendations on provision of capacity building for trainers and young peacebuilders on youth and peacebuilding.

As a follow up to the regional consultation and as a response to selected recommendations by young people in the Regional Consultation on Youth, Peace and Security in Asia and the Pacific, a Youth, Peace and Security Capacity Building initiative is proposed.

Development objective

UNFPA 2018-2021 Strategic plan Outcome 2

Every adolescent and youth, in particular adolescent girls, are empowered to realize their sexual and reproductive health and reproductive rights, and participate in sustainable development, humanitarian action and sustaining peace

¹ Responding to Emergencies across Asia and the Pacific. UNFPA APRO. August 2016

² United Nations World Population Prospects. Available online at: <http://esa.un.org/wpp/>

³ United Network of Young Peacebuilders

⁴ https://www.youth4peace.info/2017_Asia-Pacific_YPS_Consultation



RP Output 8: Young people have opportunities to exercise leadership and participate in sustainable development, humanitarian action and sustaining peace

Project ID: RASP8208

Specific Objective

Young people in Asia Pacific have increased capacity to advocate for and implement initiatives on youth, peace and security, including UN SCR 2250

Activities

Youth, Peace and Security Capacity Building initiative

Training-needs Assessment of Young Peacebuilders

The selected institution will undertake a rapid assessment of young peace builders in the Asia Pacific region to identify their capacity development/training needs. This will be based on the mapping of youth peacebuilders performed for the Progress Study and the young people who applied for the Regional consultation on Youth Peace and Security 2017. The assessment result will be used to prioritize the topic of the webinars for knowledge exchange and capacity building. The output of this assessment will be reflected in entire work process to build an interactive and friendly environment for the youth to voice their concerns and lead identification of priority issues. This will also identify diverse needs from the different backgrounds, gender, capacity, and from youth organisations of varying levels of resource availability.

Online capacity building initiative

The online capacity building initiative will be developed to strengthen the capacity in the region to implement UNSCR 2250 at national and local level.

The format of the capacity building course can be flexible and should be elaborated in the application proposal. It should include a variety of interactive tools e.g. background reading, formal capacity building webinars, knowledge exchange platforms, identification of good practice in the region. Small group work associated with the topic of the capacity building webinar should be considered with a mentoring system to strengthen the impact of the webinar (all suggestions optional but to be considered by the bidder). A certification process for participants actively completing the capacity building course should be established

The capacity building content development should be youth-led and informed by the training needs assessment, and should include the objective of strengthening youth capacity to localize the UNSCR 2250 Progress Study.

The institution should develop the curriculum in close partnership with the informal networks of young peacebuilders in the region, using an inclusive process. The institution should also partner with the UN Working Group on Youth Peace and Security and explore partnerships with online course platforms e.g. Coursera or similar, as well as academic institutions working on Youth, Peace and Security

The application proposal should detail the process for the development of the capacity building initiative, curriculum development, tools to be used, duration and describe how the process will be youth led.

The budget proposed by the selected institution for this component should include costs to maintain an established online capacity building course for 12 months, with selection criteria for this platform included in the final report (comparison of cost, accessibility, impact and sustainability). The online course produced will be open source but owned by UNFPA. The course platform should be compatible with access from the UNFPA website (as a back-up access point), but other more sustainable platforms should be explored for the future.

UNFPA will work with the selected institution to create quality control mechanisms and a sustainability plan.

Monitoring and Evaluation

The institution will follow up with participants after the capacity building initiative (including online and mentoring) to assess impact and client satisfaction with the initiative.

Final report

The main report in December will include:

- 1) Summary of the capacity building initiative activities
- 2) Summary of information provided in the knowledge exchange webinars e.g. good practice shared and general updates of youth peacebuilding activities in the region
- 3) Details of the topics of the online capacity building, numbers participating in the capacity building (with list of countries, ages, affiliation)

Overview of milestones, deliverables and estimated timeline

Milestone/deliverables	Estimated timelines
1. Report of Training-needs Assessment of Young Peacebuilders	29 June
2. Detailed plan of online capacity building initiative	July 2018
3. Online capacity building initiative contents developed	July 2018
4. Implementation of online capacity building initiatives	August- November
5. Final Report on Online capacity building initiative and follow up activities	February 2019



Location

The work will be undertaken as desk work in the location of the contractor. Availability for teleconferencing to discuss progress and feedback required.

Technical guidance and oversight

UNFPA APRO's Regional Advisor, Adolescents and Youth will provide overall management and technical guidance to this work and facilitate input from UN partners in the region.

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>Nantiya Tipmanee</i>
Tel N°:	<i>+66-2-6870107</i>
Fax N°:	<i>+66 2 280 2715</i>
Email address of contact person:	<i>tipmanee@unfpa.org</i>

The deadline for submission of questions is [*Wednesday, 2 May 2018 at 15:00 hours Bangkok time*](#). Questions will be answered in writing and shared will 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 e-mail to the contact person indicated below no later than: **Friday, 11 May 2018, at 15:00 Bangkok time.**

Name of contact person at UNFPA:	<i>Procurement unit</i>
Email address of contact person:	<i>Procurement.apro@unfpa.org</i>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/BKK/RFQ/18/ 006– Youth, Peace and Security initiative to strengthen capacity of young peacebuilders in the Asia Pacific region**. 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.



- Requirements for technical proposal
 - The bidders should submit the following information in their proposal
 - Overview of the bidder's company/institution
 - Summary of relevant past experiences
 - Project team and CVs
 - Methodology for training needs assessment
 - Concept for the training course
 - Development process for online capacity building initiative
 - Details of the proposed activities, example topics (to be refined post training assessment) and duration
 - Draft description of proposed software
 - Detailed budget/costs
 - Total budget should not exceed USD 25,000 including administrative costs
 - Timeline - all the deliverables/work to be completed by December 2018

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	100		20%	
Work plan/time scales given in the proposal and its adequacy to meet the project objectives	100		10%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise in Youth Peace and Security and capacity development (CVs, etc.) <ul style="list-style-type: none"> Proposed team members have capacity development/training skills Team members have sound knowledge of youth, peace and security in the Asia Pacific region Previous experience with online courses Over 50% of proposed team should be under 30 	100		30%	
Specific experience and expertise relevant to the assignment <ul style="list-style-type: none"> Demonstrated experience in working with youth networks Demonstrated knowledge youth, peace and security including UN SCR2250 Experience in Youth, peace and security in the Asia Pacific region Demonstrated experience in developing training/capacity building courses 	100		30%	
Profile of the company and relevance to the Project.	100		10%	
<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 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 financial 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.

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

VI. Award Criteria

UNFPA shall award a Professional Service Contract on a fixed-cost basis with the duration of 12 months 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](#).

XI. 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 Mr. Björn Andersson, Regional Director, UNFPA Asia and the Pacific Regional Office in Bangkok at andersson@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.

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).



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	RFQ N° UNFPA/BKK/RFQ/18/ 006
Currency of quotation :	USD
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 N° UNFPA/BKK/RFQ/18/ 006 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
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Bangkok 10200, Thailand
E-mail: procurement.apro@unfpa.org
Website: <http://asiapacific.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](#)