



Date: 17 August 2017

REQUEST FOR QUOTATION RFQ N° UNFPA/BKK/RFQ/17/011

Dear Sir/Madam,

UNFPA, Asia and the Pacific Regional Office in Bangkok hereby solicits a quotation for the following service:

Comprehensive Sexuality Education and Gender: Literature of benefits of CSE and social and emotional learning and Implementation of a Regional Consultation

UNFPA, Asia and the Pacific Regional Office in Bangkok requires the provision of services to conduct a literature review on evidence on social and emotional learning and implementation of a regional consultation.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver in the country, 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](#)

Required Services:

Literature review of benefits of CSE and Social and Emotional learning and Implementation of a Regional Consultation

1. Context

Young people¹ constitute a growing proportion of the world's population, with larger numbers than ever before, and they will shape the world of tomorrow. Globally, this age group comprises of over 1.8 billion young people of which the Asia Pacific countries account for nearly 1 billion. Young people are shaping social and economic development and building the foundation for the region's future.

Yet, young people face many obstacles to achieving sexual and reproductive health, including lack of information on SRH and HIV. Gender inequality for girls in the region starts early in life, with less access to

¹ Per UN definitions, the term 'young people' cover all those in the age range of 10-24 years.
UNFPA/PSB/Bids/Request for Quotation for Services/RFQ/ RFQ Complex Services [0215 – Rev00]



education in many countries and sociocultural norms which condone son preference and gender-biased sex selection, child marriage and gender based violence. Child marriage is an important issue in the region, with over 45% of women aged 20-24 in South Asia married before the age of 18 and 17% under the age of 15, thereby limiting future opportunities. Harmful gender norms assign rigid gender roles to men as providers and women as care givers, prizing physical strength, aggression and sexual experience in men, and submissiveness, passivity and chastity in women. This leads to acceptance of male dominance and violence against women and others who do not conform to heteronormative masculine “ideals”, including men who have sex with men (MSM) and transgender (TG) people. Schools, which should be safe spaces for learning, have a high prevalence of school-related gender based violence, including bullying and emotional and physical violence

The lack of information on SRH issues and gender inequality contribute to poor SRH outcomes such as adolescent pregnancy, STIs and HIV as well as persistent negative gender attitudes preventing young women as well as young men from enjoying satisfying relationships and fulfilling their potential.

Comprehensive sexuality education (CSE), as outlined in the joint UN International Technical Guidance on Sexuality Education, can reduce HIV, STIs and unintended pregnancy through delaying onset of sexual intercourse, reducing the number of partners and increasing condom and contraceptive use. However, it is most effective when it incorporates an empowerment approach emphasizing gender and human rights. A 2015 Population Council study found that sexuality and HIV education programs that address gender and power in intimate relationships are five times more likely to be effective in reducing STIs and/or unintended pregnancy than programs that do not. CSE empowers young people to reflect critically on their environment and behaviors, and promotes gender equality and more equitable social norms. Placing gender and human rights at the center of sexuality and HIV curricula is essential in preparing children and adolescents for their future relationships.

Although the majority of countries in this region have favorable policies on SRH and/or HIV education in schools², (in many countries starting in primary school), there are gaps in the content and teaching methodology employed. UN partners and organizations across the Asia Pacific region have made efforts to develop resource materials on CSE, HIV prevention, life skills, and prevention of harmful practices including bullying, GBV and child marriage. However, often these are included in schools as extracurricular programmes and are not continued after project funding ceases due to limited space in the core curriculum.

In 2016 UNFPA lead a joint UN consultation on CSE and gender to enable UN partners to approach the Ministry of Education jointly to advocate for inclusion of an integrated package with a strong focus on gender, empowerment and human rights in the core CSE curriculum in schools and teacher training institutions. The current initiative follows up this work with countries to improve the quality of implementation and scale up of sexuality education in Asia and the Pacific

The core underlying CSE is social and emotional skills. The benefits of social and emotional learning in the areas of health and employment have been cited. These have included reducing gender based violence, bullying, mental health issues including suicide, and drug and alcohol use. A literature review of the current evidence base is needed to inform advocacy and programming in the region.

² UNESCO. 2012. *Review of Policies and Strategies to Implement and Scale Up Sexuality Education in Asia and the Pacific*. Bangkok



2. Overview of initiative

2.1 Purpose

Literature review

The selected institution will undertake a literature review on the linkages between CSE (as outlined in the revised International Technical Guidance on Sexuality Education) and social emotional learning with positive outcomes in the areas of school performance, health and employment. Within the broader review, focused reviews will be conducted on positive outcomes related to 1) mental health, 2) gender based violence and 3) bullying. The output of this review will be shared at a regional consultation

Regional consultation

A three day consultation will be conducted in Bangkok, Thailand. The participants of the workshop will be National MoE policy and programmers, with regional and national UNFPA, UNESCO, UNICEF, UN Women and UNAIDS focal points, as well as selected youth networks working on CSE. Approximately 10 countries will be invited, with a maximum of 50-60 participants.

The specific objectives of the regional consultation are:

1. Update on the new International Technical Guidance on Sexuality Education
2. Share good practice and lessons learned in the improving the quality of content and coverage of CSE, including social and emotional learning, in schools
3. Introduction of evidence-based advocacy on the potential positive outcomes of CSE beyond sexual and reproductive health outcomes

2.2 Summary of scope of work

Literature review

The selected institution will undertake a literature review on the linkages between CSE (as outlined in the revised International Technical Guidance on Sexuality Education) and social emotional learning with positive outcomes in the areas of school performance, health and employment. Within the broader review, focused reviews will be conducted on positive outcomes related to 1) mental health, 2) gender based violence and 3) bullying. The literature review will include published articles only. It will examine the proposed social and emotional learning content in the new ITGSE, available evidence on the benefits of social and emotional learning including the findings of the OECD and World Bank studies on school performance, health and employment outcomes. A more detailed review on outcomes related to mental health, bullying and gender based violence will be undertaken. Additionally an annex will include a table outlining the complementary topics within CSE, Global Citizenship Education and Sustainable Development Education (as included in SDG 4.7)

The final deliverables should include

- 1) The review consisting of 20-40 pages including an executive summary. The target audience of the review is UNFPA and UN partners and academics.
- 2) An Advocacy Fact Sheet with key benefits of social and emotional skills. The target audience of the fact sheet is national policy makers and programmers
- 3) A summary powerpoint presentation of the key findings, approximately 20 slides with narrative for each slide

Regional Consultation

The institution will develop the consultation agenda, in consultation with UN partners, which should include interactive methodology.

During the workshop participants will be introduced to the new International Technical Guidance on Sexuality Education. Presentations will include Bhutan, India, China and Thailand’s findings on their CSE implementation reviews, identifying current gaps at school level. Countries will share current achievements and challenges in implementing CSE from early primary level with content aligned to international guidance. Solutions will be identified in the areas of supportive policies, teacher training, implementation, supervision and M&E. Sessions will include incorporation of the use of ICT in the classroom to enhance student learning.

Prior to the workshop, the each participant will receive a CSE online survey to review at the progress of their country, identify good practice and areas for strengthening.

2.4 Overview of milestones, deliverables and estimated timeline

Final Deliverable

1. A literature review of the linkages between CSE, social and emotional learning and positive outcomes. This will include an executive summary
2. Successful facilitation of Consultation on Advancing CSE in Asia and the Pacific

Milestone/deliverable	Estimated timelines
1 st draft of the literature review	30 September 2017
1 st draft of regional consultation agenda (developed in consultation with UN partners)	15 October 2017
Revise and finalize agenda	22 October 2017
Final draft of the literature review	30 October 2017
Implement regional consultation	Second or third week November (tbc)
Brief report of consultancy	10 December 2017

3. Location

The work will be undertaken as desk work in the location of the contractor and presence in Bangkok for 4 (four) days for preparation and delivering regional consultation (mid November tbc). Availability for teleconferencing to discuss progress and feedback required.

4. 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:	Nantiya Tipmanee
Tel N°:	+66 2 687 0107
Fax N°:	+66 2 280 2715
Email address of contact person:	tipmanee@unfpa.org

The deadline for submission of questions is Wednesday, 23 August 2016 at 15:00 hours Bangkok time. Questions will be answered in writing and shared with 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.
- c) Since this work required the contractor to be in Bangkok for 4 (four) days for preparation and delivering regional consultation. It should be noted that the travel related cost (if any) must be in line with the UN official travel policy as below
 - Air ticket cost must be economy class, regardless of flying time
 - Per diem or daily subsistence allowance of the proposed consultant(s) in Bangkok cannot exceed USD 219 per day/person (accommodations and all meals inclusive)

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 Thursday, 31 August 2017 at 15:00 hours Bangkok time.**

Name of contact person at UNFPA:	Nantiya Tipmanee
Email address of contact person:	tipmanee@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/BKK/RFQ/17/ – Comprehensive Sexuality Education**. 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

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
1. Relevant experience of the bidder <ul style="list-style-type: none"> • Demonstrated experience in developing CSE, gender equality, social and emotional learning and school curricula • Demonstrated knowledge of literature on CSE, gender, social and emotional learning and student learning • Experience in CSE and gender equality training materials in the Asia Pacific region 	100		40%	
2. Quality of the proposed team members <ul style="list-style-type: none"> • Proposed team members have analytical, research and writing skills • Team members have sound knowledge of CSE and gender equality/GBV programmes in the Asia Pacific region • Previous experience with participatory methodology and facilitation of workshops • Previous experience with UN workshops (preferred) 	100		40%	
3. Proposed plan and methodology to conduct this work	100		20%	
<i>Grand Total All Criteria</i>	300		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 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 to the Bidder that obtains 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 Office of Audit and Investigation Services of UNFPA as well as with any other oversight entity authorized by the Executive Director of UNFPA 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 contract, 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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Asia and the Pacific Regional Office in Bangkok
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Rajdamnern Nok Avenue, Bangkok 10200, Thailand
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Website: www.unfpa.org

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 the Regional Director of UNFPA Asia and the Pacific Regional Office in Bangkok, Ms. Yoriko Yasukawa at yasukawa@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°:	UNFPABKK/RFQ/17/011
Currency of quotation :	USD
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(Travel related costs)					
<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 UNFPA/BKK/RFQ/16/006 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	

ANNEX I:



United Nations Population Fund
Asia and the Pacific Regional Office in Bangkok
4th Floor, UN Service Building,
Rajdamnern Nok Avenue, Bangkok 10200, Thailand
E-mail: tipmanee@unfpa.org
Website: www.unfpa.org

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](#)