



Date: 7 March 2017

REQUEST FOR QUOTATION
RFQ N° UNFPA/BKK/RFQ/17/004
Consultancy on UNFPA APRO HR Realignment

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

Consultancy on UNFPA APRO HR Realignment

UNFPA requires the provision of consultancy on the human resources realignment for the United Nations Population Fund, Asia and the Pacific Regional Office in Bangkok. The interested service providers are required to propose the qualified consultant to assist the Senior Management of the UNFPA Asia and the Pacific Regional Office (APRO) in the alignment of its human resources capacity with the 2018-2021 Regional Programme (RP) as well as supporting APRO in the “Regional Review Project” tasked to respond to significant reductions in regular resources and a need for cost savings but also to provide an important opportunity to consider the most effective and efficient operating modalities for delivering programme results in the region.

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](#)

Terms of Reference (ToR)

Hiring Office:	UNFPA Regional Office, Bangkok, Thailand
Purpose of consultancy:	To assist the Senior Management of the UNFPA Asia and the Pacific Regional Office (APRO) in the alignment of its human resources capacity with the 2018-2021 Regional Programme (RP) as well as supporting APRO in the “Regional Review Project” tasked to respond to significant reductions in regular resources and a need for cost savings but also to provide an important opportunity to consider the most effective and efficient operating modalities for delivering programme results in the region.

<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>Under the overall supervision of the Regional Director and Deputy Regional Director and direct guidance of the Human Resources Strategic Partner, the consultant will manage the HR re-alignment of the Regional Office, taking into consideration the decisions taken from the Regional Review Project.</p> <p>The Regional Review Project will end its first phase on 10 March 2017, followed by the second phase of a decision-making meeting in HQ in mid-March. Depending on the outcome of this second phase, certain activities might need to take place in phase three of the project that will have a direct impact on the Regional Office.</p> <p>As part of phase three, the Regional Office will conduct an HR re-alignment. For this project, the following services are to be expected:</p> <ol style="list-style-type: none"> 1. Identify the competencies and staff skill mix needed for the next five years based on the Regional Review Project, the draft of the Regional Programme and current ToR of the Regional Office. 2. Conduct an analysis of the existing staff capacity in the Regional Office and compare it with the competency requirements for the new RP to facilitate identifying capacity gaps; 3. Evaluate the workload distribution among GS staff and match it with the post requirements 4. Propose an Office Organogram that is suitable to effectively deliver the 2018-2021 RP, with post titles, post numbers, grades, brief post profiles and reporting lines, taking limited financial resources into consideration. 5. Conduct a cost calculation and statistical analysis of impact on staffing structure in the Regional Office 6. Propose how to implement the transition to the new office structure, incl. development of communication tools, staff development plan and other change management initiatives; 7. Present the required deliverables for discussion and finalize the written report with recommendations for the Regional Director and Deputy Regional Director; and 8. Join the RO in the staff deployment process following the approval of the proposed office structure by UNFPA Headquarters (to be confirmed later).
<p>Duration and working schedule:</p>	<p>The assignments under this TOR need to be delivered during the period of April-May 2017, with a total number of work days not to exceed 25 working days.</p>
<p>Place where services are to be delivered:</p>	<p>UNFPA Regional Office in Bangkok, Thailand and home-based</p>
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>Electronic submission of deliverables.</p> <p>By end of May 2017, the Consultant is expected to deliver</p> <ul style="list-style-type: none"> • A report with a description of a set of competencies and skills needed by the RO to effectively implement the 2018-2021 RP and to respond to the decisions of the Regional Review Project • An analysis of the existing staff capacity and capacity gaps • An analysis of the proper workload distribution of GS staff in the Regional Office • A proposed Organogram for the Regional Office including all post titles,



	<p>post numbers, grades, brief post profiles and reporting lines. Ideally, the structure could reflect different scenarios on the usage of reduced financial resources.</p> <ul style="list-style-type: none"> • Cost calculation and impact analysis for the Regional Office scenario(s) • An Implementation Plan for the new Organogram – including timeline, process and required support • Drafts of the accompanying job descriptions • Any additional recommendations for enhancing human resource management in the office
Supervisory arrangements:	<p>The Consultant will be accountable to UNFPA and perform under overall supervision of the Regional Director and Deputy Regional Director and direct guidance of the APRO Human Resources Strategic Partner. The International Operations Manager in APRO will provide daily support to the Consultant.</p>
Expected travel:	Bangkok, Thailand in April 2017
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • Advanced University Degree in Management, Human Resources or related field, with senior level background on Human Resources management and/or Organizational Development • Experience in developing staff structures, profiles and assessments in international development organizations; • Experience in working with the UNFPA and good understanding of UNFPA business model; • Familiarity with the region and/or the regional review projects in UNFPA is desirable • Strong analytical skills, and sound judgment are required; • Strong cultural awareness and capacity to work with people with diverse background; • At least 15 years of work experience in the relevant field on a senior position; and • Proficient in English. • Human Resources skill sets: Aligning human resources management with the organization’s strategic direction; Attracting and developing the global workforce; Addressing the rights and needs of staff members
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>UNFPA will provide:</p> <ul style="list-style-type: none"> - Required documentations - Support services - Office space and a laptop
Payment Terms:	<p>Depending on the agreement between both parties, one lump sum payment will be made after all deliverables are accepted by UNFPA, or two installments will be made against the deliverables which are accepted by UNFPA.</p>



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 ^o :	<i>+66 2 687 0107</i>
Fax N ^o :	<i>+66 2 282 1550</i>
Email address of contact person:	<i>tipmanee@unfpa.org</i>

The deadline for submission of questions is Tuesday, 14 March 2017 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 TOR specifically
 - Company profile
 - Propose time line for this work
 - CV of the proposed consultant(s), stating work experience and qualifications
- 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 : Sunday, 26 March 2017 at 15:00 hours Bangkok time.**

Name of contact person at UNFPA:	<i>Nantiya Tipmane, Administrative Associate</i>
Email address of contact person:	<i>tipmanee@unfpa.org</i>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N^o UNFPA/BKK/RFQ/17/004- Consultancy on UNFPA APRO HR Realignment**
- 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
Profile of the company and relevance to the Project. Company profile showing the company's experience on providing HR services in the past with list of clients	100		20%	
Work plan/time scales given in the proposal and its adequacy to meet the project objectives	100		10%	
Professional experience of the proposed consultant for this required services meeting requirements of the TOR in terms of specific experience and expertise relevant to the assignment (CVs, etc.)	100		70%	
<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 [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(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



United Nations Population Fund
Asia Pacific Regional Office in Bangkok
4th Floor, UN Service Building
Rajdamnern Nok Avenue, Bangkok 10200 Thailand
E-mail: tjmanee@unfpa.org,
Web site: <http://asiapacific.unfpa.org/>

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 the Director, 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^o:	RFQ N ^o UNFPA/BKK/RFQ/17/004
Currency of quotation :	USD
Delivery charges based on the following 2010 Incoterm:	Choose an item.
Validity of quotation:	120 days

- 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^o UNFPA/BKK/RFQ/17/004 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	



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Rajdamnern Nok Avenue, Bangkok 10200 Thailand
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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](#)