



United Nations Population Fund  
 Asia and Pacific Regional Office (APRO)  
 4th Floor United Nations Service Building  
 Bangkok, 10200 Thailand  
 E-mail: [kiatniyomrung@unfpa.org](mailto:kiatniyomrung@unfpa.org)  
 Website: [www.unfpa.org](http://www.unfpa.org)

Date: 16<sup>th</sup> May 2024

**REQUEST FOR QUOTATION**  
**RFQ N°: UNFPA/BKK/RFQ/24/003**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**'The provision of Strategic communication support to address Gender-Based Violence in Asia Pacific'**

Details of the required services and the selection criteria can be found from the below Terms of Reference (TOR).

**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 childbirth 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](#)

**Service Requirements/Terms of Reference (ToR)**

United Nations Population Fund Asia and Pacific Regional Office (UNFPA APRO) is looking for qualified service providers for providing 'The provision of Strategic communication support to address Gender-Based Violence in Asia Pacific'

The objective of the RFQ is to identify a supplier who can provide UNFPA with "The provision of Strategic communication support to address Gender-Based Violence in Asia Pacific". The selected vendor is expected to sign a Contract for De Minimis Service with UNFPA APRO to provide service for 'The Provision of Strategic communication support to address Gender-Based Violence in Asia Pacific'

Detail of the Service Requirements/Terms of Reference can be found in the **ANNEX II**

**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>Ms. Jarintorn Kiatniyomrung</i>
Tel N°:	+66 2 687 0159
Email address of contact person:	<a href="mailto:kiatniyomrung@unfpa.org">kiatniyomrung@unfpa.org</a>

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The deadline for submission of questions is Thursday 23<sup>rd</sup> May 2024 at 17:00 hours, Bangkok 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 deliver the goods/perform the service to The United Nations Population Fund Asia and Pacific Regional Office (UNFPA APRO), 4th Floor United Nations Service Building, Rajdamnern Nok Avenue, Bangkok, 10200 Thailand, 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.

The Technical Bid should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

1. Brief description of the firm and the firm's qualifications: providing information that will facilitate our evaluation of your firm/institution's substantive reliability, such as catalogues of the firm and financial and managerial capacity to provide the services.
2. Your firms' understanding of the requirements for services and the objective of this project, including assumptions: Include any assumptions as well as comments on the data, support services and facilities to be provided as indicated in the TOR or as you may otherwise believe to be necessary.
3. Proposed Approach, Methodology, Timing and Outputs: any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person hours/days in each specialization that you consider necessary to carry out all work required.
4. Proposed Team Structure: The composition of the team that you would propose to provide to the assignment, and the work tasks (including supervisory) which would be assigned to each. An organogram/organization chart illustrating the reporting lines, together with a description of such organization of the team structure, should support your Bid.



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5. Proposed Project Team Members: attach the curriculum vitae of the senior professional member of the team and members of the proposed team.
6. Detailed description of your proposed deliverables.
7. Tentative project plan (Gantt chart) showing the required resources and support from your firm as well as from UNFPA.
9. A list of tasks which are out-of-scope versus in-scope.
10. UNFPA requests Bidders to submit information on environmental and social policies and any related documentation in their Bid.
11. The record of previous experience or related assignments that are similar to this assignment.
12. Copies of current certificates such as company registration certificate, VAT/Tax Registration Certificate and etc.

- b) Signed Declaration Form, to be submitted strictly in accordance with the document.
- c) Price quotation, to be submitted strictly in accordance with the price quotation form.

All parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

## V. 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 declaration form and price quotation form, are to be sent by e-mail to Email address for bid submission at [apro-procurement@unfpa.org](mailto:apro-procurement@unfpa.org) no later than **Thursday 30<sup>th</sup> May 2024 at 17:00 hours, Bangkok time.**

Please note the following guidelines for electronic submissions to UNFPAs APRO's dedicated email address:

- The following reference must be included by the Bidder in the email subject line:
  - **RFQ N° UNFPA/BKK/RFQ/24/003 - [Company name], Technical Bid**
  - **RFQ N° UNFPA/BKK/RFQ/24/003 - [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.
- Please do **NOT** send the emails containing your offer to any other email address (not even as a copy (CC) or blind copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.
- The total email size may not exceed **25 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.
- When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should your offer require you to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number



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of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA's email system, please inform Ms. Jarintorn Kiatniyomrung, Programme Admin. Associate, at [kiatniyomrung@unfpa.org](mailto:kiatniyomrung@unfpa.org)

- 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.

## 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	100		25%	
Work plan/time scales given in the proposal and its adequacy to meet the project objectives	100		15%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.)	100		20%	
Specific experience and expertise relevant to the assignment	100		30%	
Profile of the company and relevance to the Project.	100		10%	
<i>Grand Total All Criteria</i>	500		100%	

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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:

Financial score =	Lowest quote (\$)	X 100 (Maximum score)
	Quote being scored (\$)	

### 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.

Total score = 70% Technical score + 30% Financial score
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### VII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract (De Minimis Service) 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.

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#### **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.

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, Mr. Pio Smith, Regional Director, UNFPA APRO at [psmith@unfpa.org](mailto:psmith@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 [supplychain@unfpa.org](mailto:supplychain@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).

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## 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 N°:</b>	<b>RFQ N°: UNFPA/BKK/RFQ/24/003</b> <b>'The provision of Strategic communication support to address Gender-Based Violence in Asia Pacific'</b>
<b>Currency of quotation:</b>	<ul style="list-style-type: none"> <li>• Thai Baht (THB) for companies registered under the laws of the Kingdom of Thailand</li> <li>• US dollars (USD) or any other convertible currency for companies registered outside the Kingdom of Thailand</li> </ul>
<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.

The contract value will be the sum of the Total Profession Fee and Travel cost

### Professional Fee - Item 1:

No	Deliverable	Location	Timeline
1	Support the organization/communication around and facilitation of 3 days workshop to develop a campaign online GBV <ul style="list-style-type: none"> <li>• 3 days event facilitated</li> <li>• Campaign concept developed</li> <li>• Graphic recorder report on the dialogue produced</li> <li>• Report of the event finalized with feedback from participants</li> </ul>	Bangkok	September

Description of Staff by Level	No of staff	Daily Rate Fee (Please specify Currency)	No of day	Total Fee (Please specify Currency)
[example Project Manager]				
...				
...				
<b>Subtotal 1</b>				

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### Professional Fee - Item 2:

No	Deliverable	Location	Timeline
2	Support for the organisation/communication around a regional symposium on technology facilitated gender-based violence <ul style="list-style-type: none"> <li>• event organized</li> <li>• communication materials developed</li> <li>• graphic recorder report on the meeting</li> <li>• report of the event finalised with feedback from the organising team</li> </ul>	Bangkok	October

Description of Staff by Level	No of staff	Daily Rate Fee (Please specify Currency)	No of day	Total Fee (Please specify Currency)
[example Project Manager]				
...				
...				
<b>Subtotal 2</b>				

### Professional Fee - Item 3:

No	Deliverable	Location	Timeline
3	Support the organization/communication around launch of a virtual campaign to raise awareness on Ending Child Marriage for International Day of the Girl Child <ul style="list-style-type: none"> <li>• Campaign strategy developed</li> <li>• Communication materials and dissemination plan developed</li> <li>• Joint communication activities coordinated by working with potential partners and stakeholders.</li> <li>• Report on the campaign results prepared with relevant data and analysis</li> </ul>	Remote	November

Description of Staff by Level	No of staff	Daily Rate Fee (Please specify Currency)	No of day	Total Fee (Please specify Currency)
[example Project Manager]				
...				
...				
<b>Subtotal 3</b>				





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#### Professional Fee - Item 4:

No	Deliverable	Location	Timeline
4	Support the organization/communication around a 3 days meeting on female genital mutilations <ul style="list-style-type: none"> <li>• Communication materials developed</li> <li>• Graphic recorder report on the meeting produced</li> <li>• Report of the event finalized with feedback from participants</li> </ul>	Bali	November

Description of Staff by Level	No of staff	Daily Rate Fee (Please specify Currency)	No of day	Total Fee (Please specify Currency)
[example Project Manager]				
...				
...				
<b>Subtotal 4</b>				

#### Professional Fee - Item 5:

No	Deliverable	Location	Timeline
5	Organize an online launch of the virtual campaign <ul style="list-style-type: none"> <li>• Communication assets developed</li> <li>• Report on the Launch of the campaign finalized</li> <li>• Report on the campaign implementation finalized</li> </ul>	Remote	December

Description of Staff by Level	No of staff	Daily Rate Fee (Please specify Currency)	No of day	Total Fee (Please specify Currency)
[example Project Manager]				
...				
...				
<b>Subtotal 5</b>				

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Description	Currency	Total Amount
<p><b>Sum of Professional Fee for item 1 to 5: Currency to be submitted</b></p> <ul style="list-style-type: none"> <li>• Thai Baht (THB) for companies registered under the laws of the Kingdom of Thailand</li> <li>• US dollars (USD) or any other convertible currency for companies registered outside the Kingdom of Thailand</li> </ul>		

## 2. SUMMARY OF TRAVEL COST

**Note: \*all inclusive, include but not limited to ticket cost, out of pocket cost, other cost**

Currency for the submission:

- Thai Baht (THB) for companies registered under the laws of the Kingdom of Thailand
- US dollars (USD) or any other convertible currency for companies registered outside the Kingdom of Thailand

Country	Unit	Qty	Total Cost*	Number of days for travel
Bangkok, Thailand	Travel Lumsum	1		
Bali, Indonesia	Travel Lumsum	1		

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### Detail cost for travel by country

2.1 Travel Lumpsum Costs for Bangkok, Thailand					
Item	Description	Unit Price	Quantity	Total Cost	Remark
2.1.1	Air ticket				
2.1.2	Out of pocket				
2.1.3	Other cost, if any				
TOTAL					

2.2 Travel Lumpsum Costs for Bali, Indonesia					
Item	Description	Unit Price	Quantity	Total Cost	Remark
2.1.1	Air ticket				
2.1.2	Out of pocket				
2.1.3	Other cost, if any				
TOTAL					

*Vendor's Comments:*



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I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed *RFQ N°: UNFPA/BKK/RFQ/24/003 for 'The provision of Strategic communication support to address Gender-Based Violence in Asia Pacific'* 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

A blue DocuSign signature icon is located in the bottom right area. It features a stylized signature 'As' inside a blue bracket-like shape with 'DS' in the top right corner.

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## DECLARATION FORM

RFQ N°: UNFPA/BKK/RFQ/24/003

The provision of Strategic communication support to address Gender-Based Violence in Asia Pacific

The undersigned, being a duly authorized representative of the Company represents and declares that:

1.	The Company and its Management <sup>[1]</sup> have not been found guilty pursuant to a final judgment or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



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	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>
3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business ( <i>creating a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) ( <i>being a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>

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**The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.**

**It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.**

**This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.**

**Signature:**

---

**Date:**

---

**Name and Title:**

---

**Name of the Company:**

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**UNGM N°:**

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**Postal Address:**

---

**Email:**

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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](#)

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## ANNEX II TERMS OF REFERENCE (TOR)

### The provision of Strategic communication support to address Gender-Based Violence in Asia Pacific

#### I. Background

Gender-Based violence (GBV) is a persistent human rights violation in Asia-Pacific and around the world, globally affecting around one in three women in her lifetime.

Regional evidence suggests that a similar ratio applies in the Asia-Pacific region. Intimate Partner Violence (IPV) remains the most widespread form of GBV, affecting up to 30-60% of women in most countries in the region. Rates of non-partner sexual violence (sexual assault and rape) are relatively high in many countries in the region, especially sexual harassment of women and girls in public spaces, workplaces and schools. There are also high rates of sex trafficking, and specific harmful practices affecting women and girls such as child marriage and honour killings.

As the world continues to evolve and expand in the use of technology and platforms, so too does the expansion of spaces through which violence can be perpetrated. Research indicates that at least 38 per cent of women globally have personally experienced online violence and that this rate is rising. Not only can online violence take many forms, but it is committed across a continuum: it is committed as part of a pattern of violence perpetrated both online and offline.

GBV is a result of historical and structural inequality between women and men and has a significant impact not only on the women subjected to violence, but also on families, communities and entire societies. GBV impedes the full development of women's potential and is an obstacle to social and economic development as well as the achievement of the sustainable development goals.

The negative social, health and economic consequences of VAW at any level (individual, family, society) is well documented. However, in most contexts only a small minority of women who suffer violence seek help or report violence. Response services for these women are vital but they touch only a minority of abused women. It is therefore critical that we work to prevent violence, to stop violence before it starts i.e. primary prevention.

#### II. Objective

The selected contractor will be contracted to provide the following set of services

- 1) Event management on topics specific to prevention and response to GBV and harmful practices
- 2) Manage the social media communication on the events
- 3) Capture the key discussions during two regional events through a graphic recorder
- 4) Lead the design/launch/implementation of a regional campaign on prevention of online GBV (Video and social media campaign)

#### II. Outputs/deliverables

Under the supervision of the GBV Regional Advisor, the contractor is required to:

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- 1) Support the organization/communication around and facilitation of a 3 days workshop to co-design a campaign on prevention of online GBV (Bangkok)
- 2) Support the organization/ communication around a regional meeting (3 days) on female genital mutilations (Bali, Indonesia)
- 3) Produce images by a graphic recorder on the key issues discussed during the two regional events
- 4) Develop social media and video campaign concepts on addressing GBV (pre-test messages) and ending child marriage
- 5) Manage the online launch of the campaigns and their implementation
- 6) Provide a report on the events with feedback from participants

It is estimated that the assignment will be conducted from September to 31 December 2024

### Timeline

No	Deliverable	Location	Timeline
1	Support the organization/communication around and facilitation of 3 days workshop to develop a campaign online GBV <ul style="list-style-type: none"> <li>• 3 days event facilitated</li> <li>• Campaign concept developed</li> <li>• Graphic recorder report on the dialogue produced</li> <li>• Report of the event finalized with feedback from participants</li> </ul>	Bangkok	September
2	Support for the organisation/communication around a regional symposium on technology facilitated gender-based violence <ul style="list-style-type: none"> <li>• event organized</li> <li>• communication materials developed</li> <li>• graphic recorder report on the meeting</li> <li>• report of the event finalised with feedback from the organising team</li> </ul>	Bangkok	October

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3	<p>Support the organization/communication around launch of a virtual campaign to raise awareness on Ending Child Marriage for International Day of the Girl Child</p> <ul style="list-style-type: none"> <li>• Campaign strategy developed</li> <li>• Communication materials and dissemination plan developed</li> <li>• Joint communication activities coordinated by working with potential partners and stakeholders.</li> <li>• Report on the campaign results prepared with relevant data and analysis</li> </ul>	Remote	November
4	<p>Support the organization/communication around a 3 days meeting on female genital mutilations</p> <ul style="list-style-type: none"> <li>• Communication materials developed</li> <li>• Graphic recorder report on the meeting produced</li> <li>• Report of the event finalized with feedback from participants</li> </ul>	Bali	November
5	<p>Organize an online launch of the virtual campaign</p> <ul style="list-style-type: none"> <li>• Communication assets developed</li> <li>• Report on the Launch of the campaign finalized</li> <li>• Report on the campaign implementation finalized</li> </ul>	Remote	December

#### IV. UNFPA Inputs

UNFPA APRO will provide overall coordination, supervision and quality control to guide the team responsible for the implementation of the project, including helping with consultation with partners, design agendas and organize the venue of the events. UNFPA and partners will provide support to identify key relevant stakeholders for the events.

The contractor will engage primarily with the Regional GBV Advisor and GBV technical specialists for UNFPA APRO. It is also expected that the contractor will engage with other members of the GBV team, UNFPA Country Office staff and other stakeholders as required, to be coordinated by UNFPA APRO.

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Throughout the contract and development process, the contractor and the UNFPA Regional Office will engage in periodic meetings, which will be complemented by email exchanges and informal discussions between the contractor and UNFPA APRO on scope of the project, clarification of deliverables, etc.

## V. Company profile

At a minimum, the contractor should have experience on developing campaigns on gender equality, gender-based violence, online harm, along with established experience in co-creation of communication assets and events management.

### Key Requirements for the provision of services

#### 1. Strength and diversity of relevant portfolios on similar content/topics

In their technical proposal, the contractors must detail how they envision the campaign, provide relevant examples from previous projects and detail how their past expertise and experience will be appropriate to fulfill the requirements of this project.

#### 2. Adequate human resources availability and company profile

In their technical proposals, the contractor shall detail the human resources required to lead and support all aspects of the project - from conceptualization to development and execution. In addition, in their Company's profile, the service providers should provide:

- A brief profile of the service provider
- Location of offices
- Summary of corporate structure and area of specialization including company registration certificate
- Detail Experience with accreditations
- CVs or portfolio on the staff assigned to the project. Roles, responsibilities and reporting lines of all staff as well as those expected from UNFPA.
- Ownership of any relevant software and equipment required to fulfill the tasks under this project proposal.

### **Experience and Expertise:**

The contractor should demonstrate a minimum of 5 years of experience in campaign development and managing communication around major events. The contractor should provide evidence of such experience in the form of previous project descriptions and related results/assessments, as well as specific client references indicating names and descriptions of clients who availed of similar services in the past.

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## VI. Copyright

Copyrights of the final product shall be the property of UNFPA. UNFPA shall provide the contractor with logos, texts, photos and any other material in an adequate format, as required by the assignment. The contractor shall not use UNFPA's logo or any other material supplied by UNFPA, for any purposes outside the scope of the assignment and contract.

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**ANNEX III  
 TEMPLATE  
 CONTRACT FOR DE MINIMIS SERVICES  
 CONTRACT N° UNFPA/CCC/PSC/YY/NNN**

This Contract is entered into between the United Nations Population Fund, a subsidiary organ of the General Assembly of the United Nations ("UN") in terms of Article 22 of the UN Charter, with its Headquarters at 605 Third Avenue, New York, NY 10158, USA (the "UNFPA") and [Name of Contractor], a [Type of entity] organized under the laws of [Country], (the "Contractor"). In consideration of the promises contained in this Contract and subject to the UNFPA General Conditions of Contract: De Minimis Contracts, hereby incorporated into this Contract and attached as Annex A (the "UNFPA General Conditions"), the Parties agree as follows:

**ARTICLE 1  
 CONTRACT TERM**

This Contract shall enter into force on the date of the last signature affixed by the Parties (the "Commencement Date") and shall remain in force for [Number of years] years, starting from the Commencement Date.

**ARTICLE 2  
 SERVICES**

The Contractor shall perform services as specified in the Terms of reference (the "TOR") attached as Annex B and hereby incorporated into this Contract (the "Services").

**ARTICLE 3  
 PAYMENT AND FEE**

- 3.1 In full consideration for the complete, satisfactory and timely performance of the Services under this Contract, UNFPA shall pay the Contractor the fee of [Insert currency & amount in figures and in words] (the "Fee").

The Fee will be paid to the Contractor according to the following payment schedule:

PAYMENT DUE DATE	PAYMENT AMOUNT	BALANCE

- 3.2 UNFPA shall effect payments to the Contractor within thirty (30) days after the UNFPA's receipt and acceptance of the Contractor's invoice and complete set of supporting documentation where applicable. Payment by UNFPA shall be made to the Contractor's following bank account:



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Account name:	
Bank Address:	
Acct Number:	
ABA Number:	
BIC (Swift address):	

#### ARTICLE 4 LIABILITY

The Contractor shall pay UNFPA promptly for all loss, destruction, or damage to the property of UNFPA caused by the Contractor's personnel or by any of its subcontractors or anyone else directly or indirectly employed by the Contractor or any of its subcontractors in the performance of the Contract.

#### ARTICLE 5 SPECIAL CONDITIONS

5.1 No special conditions shall apply.

#### ARTICLE 6 SECURITY

- 6.1 The Contractor shall be fully responsible for the safety and security of its officials, employees, agents, servants, subcontractors and other representatives (collectively, the Contractor's "Personnel") and for the safekeeping of all assets, equipment and supplies in the custody of the Contractor or its Personnel.
- 6.2 The Contractor shall:
- 6.2.1 Put in place and maintain its own security plan, taking into account the security situation in the country where the Services are being provided;
  - 6.2.2 Assume all risks and liabilities related to the Contractor's security, assets entrusted to it by UNFPA and the full implementation of its own security plan.
- 6.3 The Contractor and its Personnel are neither subject to, nor obliged to adhere to the United Nations Security Management policies and procedures, except insofar as they relate to the utilization of UNFPA's assets, equipment and supplies, or as required to perform the Services under this Contract.
- 6.4 UNFPA may lend reasonable assistance, when possible and to the extent feasible, to the Contractor and its Personnel. Any travel or financial assistance provided shall be on a space-available and reimbursable basis.
- 6.5 UNFPA may, at its sole discretion, consent to the inclusion of the Contractor and its Personnel in the UNFPA security plan to the extent that it applies within the country where the Services are being provided on the same terms that are offered to implementing partners of UNFPA. Notwithstanding



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this provision, the Contractor acknowledges and agrees that the UNFPA shall have no obligation to evacuate the Contractor’s Personnel from the country where the Services are being provided in case of emergency or due to security developments.

6.6 Notwithstanding the foregoing, the Contractor acknowledges and agrees that the UNFPA shall not be liable to the Contractor, or its Personnel, in connection with the provision, or failure to provide, any security assistance pursuant to this Article 6.1, or otherwise, and the Contractor shall indemnify, defend, hold and save harmless the UNFPA and its officials, employees and agents from and against any claim or liability of any nature arising in respect of any safety or security related incident, including without limitation, the death, injury or illness of any personnel, or the loss, damage, destruction, sabotage or theft of any assets, equipment or supplies in the custody of the Contractor or its Personnel. The foregoing indemnity is without prejudice to any other indemnity provided by the Contractor, or any other rights or remedies of the UNFPA, under this Contract.

6.7 Upon the Contractor’s request, UNFPA may provide security advisory information to the Contractor.

**IN WITNESS WHEREOF**, the authorized representatives of the Parties have signed this Contract on the dates set forth below:

For UNFPA		For Contractor	
Signature		Signature	
Name:		Name:	
Title		Title	
Date:		Date:	

*(N.B. Each page of the contract is to be initialed)*



16-May-2024