



Date: 20 September 2017

## **REQUEST FOR QUOTATION RFQ N<sup>o</sup> UNFPA/IDN/RFQ/17/004**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

### **“Technical Assistance to support the Bappenas for the report development on National SDGs Baseline of Youth”**

UNFPA requires the provision of technical assistance to support the Bappenas to develop a baseline study on SDGs and youth in Indonesia to gather existing data/information to develop the baselines for the SDGs priority indicators for youth in Indonesia, including syntaxes that can be used by Government for future SDGs monitoring purposes, and to develop profiles for selected SDGs targets to highlight most significant disparities by geographical locations, poverty status, age groups and gender.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform 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)**

#### **A. Context**

Indonesia has played a leading role in shaping the Sustainable Development Goals (SDGs) and in 2016 has committed to adopt the SDGs into its national development plan. The Presidential Decree on the SDGs in Indonesia has been approved to guide roll-out of the agenda across Indonesia. The Presidential Decree marks a milestone in the journey towards ending extreme poverty, protecting the planet and ensuring all people enjoy peace and prosperity by 2030. Critical to achieving the goals is the role of young people. At the side event on Youth and the SDGs at the High Level Political Forum in New York in July 2017, the Government of Indonesia highlighted the imperative for young people’s involvement in the development, implementation and monitoring of achieving the targets of SDGs in Indonesia.

Approximately 65 million young people make up a third of Indonesia's population. The demographic dividend, which resulted from this demographic transition, needs to be harnessed to achieve the national development goals. Adequate investment in young people's education, employment and empowerment will enable harnessing of the demographic dividend. In light of this, Bappenas in collaboration with UN agencies through the United Nations Inter-Agency Network on Youth Development (IANYD) will develop a report on SDGs Baseline of Youth.

The Report on SDGs Baseline on Youth is a tool that measures development equalities, including, but not limited to, health, education, employment and participation. The report will provide the quantitative and qualitative assessment to measure the current progress made in several thematic areas that align with the national policies of Indonesia. The topic of thematic areas will be decided based on discussion with Bappenas and Ministry of Youth and Sports (MoYS). The report will provide disaggregated data (at least by age and sex where possible). It will triangulate information to inform the national status in reference to the SDGs. The report is an important and strategic guidance for government to develop policies and programmes that prioritizes youth investment and will enable the demographic dividend to be realized and SDGs to be achieved.

The main objectives of this assignment is to support Bappenas to develop a baseline study on SDGs and youth in Indonesia:

1. Gather existing data/information to develop the baselines for the SDGs priority indicators for youth in Indonesia, including syntaxes that can be used by Government for future SDGs monitoring purposes; and
2. Develop profiles for selected SDGs targets to highlight most significant disparities by geographical locations, poverty status, age groups and gender.

## **B. Description of services**

Methodology:

1. Phase 1 – Preparation and inception report: The priority SDGs indicators (approximately 60) will be determined in consultation with ministries (lead by Bappenas) and UN agencies through UN IANYD mechanism. These will include both global SDGs indicators as well as proposed SDGs indicators for national level (if any). Prior to conducting the analyses, the institution shall meet with BPS and agree on the scope of the analysis and sources of administrative data. During the preparatory stage a steering group will be established, including Bappenas, the SDGs secretariat, BPS and UNFPA (representing UN agencies). The steering group will be informed in both phases of the study.
2. Phase 2 - Baseline analysis and SDGs profiles for youth: Identification of appropriate baseline data will follow Government's national SDGs metadata guidance, SDGs National Action Plan matrixes and global guidance for SDGs indicators. To the extent possible, the institution will conduct data analysis of national surveys such as the Indonesia Demographic Health Survey, SUSENAS, and RISKESDAS, as well as administrative data from government departments and agencies, and United Nations inter-agency estimates. Data will need to be disaggregated by gender, age groups, sub-national geography, and poverty status. The analysis will be contextualized using available data/information from literature, routine sectoral reports and

survey reports. The profiling of selected SDGs targets will be done in consultation with Bappenas and UN agencies through IANYD mechanism, and will cover topics on development qualities, including, but not limited to, health, education, employment and participation. Profiles should highlight disparities, in particular by gender, geography, age groups and poverty status. In conducting this assignment, the institution must closely communicate with Bappenas and UN IANYD team to ensure the work and deliverables are aligned with national priority agenda. It will be important for the institution to support Bappenas leadership as a national coordinator as well as BPS technical leadership; to ensure Government and BPS active involvement throughout the entire exercise.

Key Tasks	Deliverables	Timeframe
Phase 1: Preparation phase a. Work plan of activities b. Scope of analysis, datasets for the analyses, and methodology c. Agreed list of SDGs priority indicators for youth in Indonesia d. Tabulation plan for priority indicators and SDGs profiles	Inception report and work plan	13 October 2017
Phase 2: Baseline analysis and SDGs profiles for youth e. Literature review f. Analysis of baseline data for each priority SDGs indicator in Indonesia g. Profiles for priority SDGs targets for youth	Draft report	3 November 2017
h. Presentation of results and key findings with Bappenas, MoYS, BPS and UN – IANYD i. Drafting of report	Presentation and final reports	29 December 2017

The timing of the assignment is expected the soonest from October 2017 and is scheduled to end in December 2017. The total number of input days and detailed work plan will be proposed by the Institution at the Inception Report, and shall be based on agreement with UNFPA.

**General requirements:**

All documents and the Final Report shall be submitted in English with professional translation into Bahasa Indonesia, be professionally proof read and publishable when handed in to UNFPA.

An Executive Summary should be written in both English and Bahasa Indonesia. The Executive Summary will provide an overview of the assessment and highlight the main findings and conclusions.



Specific requirements:

- a. The inception report and work plan shall be submitted no later than 13 October 2017.
- b. Results shall be reported in one single report, and it is expected that the result from this analysis will be publishable.
- c. All raw data and syntaxes are to be shared with UNFPA.

The institution will work under the overall guidance of the UNFPA Representative and under the direct supervision of the National Programme Officer (NPO) on Youth and ASRH.

With the support of UN agencies through UN IANYD mechanism, Bappenas will organize consultative meetings with government institutions, NGOs, and youth networks. The methodology in organizing the meetings will be in consultation with the institution.

### C. Required expertise, qualifications, and competencies

The Institution must meet the following criteria to be eligible to apply for the assignment:

1. Has a minimum of 8 years of experience in the areas of statistical analysis, as well as a track record on analysis of youth development, including, but not limited to, health, education, employment and participation.
2. Has a team of data analysis experts with at least a Master's Degree or equivalent in Social Sciences, Demography, Statistics, Epidemiology, or other related technical field with significant measurement or analysis component;
3. Preference will be given to agencies with experience in 1) conducting studies or analysis in the areas of youth development, including, but not limited to, health/ education/ employment and/ participation ; 2) strong understanding of the SDGs, and experience in analysis of MDG progress is desirable;
4. Excellent communication and interpersonal skills, and experience in working with government agencies in Indonesia;
5. At least one team member should be fluent in Indonesian;
6. Team leader must have excellent verbal and written communication in English; and
7. Ability to travel within Indonesia.

The roles and responsibilities of each individual of the institution should be clearly defined, including the identification of the designated team leader. The team leader will be responsible for all key deliverables and will coordinate the work of all other team members during all phases of the assignment, ensuring the quality, methodology as well as timely completion of all deliverables.

## 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. Ira Novita</i>
Tel N <sup>o</sup> :	<i>+62 21 29802300</i>
Fax N <sup>o</sup> :	<i>+62 21 31927902</i>
Email address of contact person:	<i>novita@unfpa.org</i>



The deadline for submission of questions is **28 September 2017**. 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 TOR and include the following:
  - Completed Bidder Identification Form (Annex II) in pdf format;
  - Completed Bidder's Previous Experience (Annex III) in pdf format.
- b) Price quotation in IDR, 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 III 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, 6 October 2017**.

Name of contact person at UNFPA:	<i>Ms. Ira Novita</i>
Email address of contact person:	<i>novita@unfpa.org</i>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N<sup>o</sup> UNFPA/IDN/RFQ/17/004 - Technical Assistance to support the Bappenas for the report development on National SDGs Baseline of Youth**. 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
Mandatory requirements: <ul style="list-style-type: none"> <li>• Legal documents;</li> <li>• Profile of the company and relevance to the Project; institutional structure:               <ul style="list-style-type: none"> <li>○ Showing the networking capacity;</li> <li>○ Demonstrating the ability in organizing team members in collecting and analysing information in the field.</li> </ul> </li> </ul>	100		5%	
Technical approach, methodology and level of understanding of the objectives of the project: <ul style="list-style-type: none"> <li>• Understanding of, and responsiveness to, UNFPA Indonesia Country Office requirements;</li> <li>• Understanding of the scope, objectives and completeness of response.</li> </ul>	100		5%	



<p>Technical proposal - work plan/time scales given in the proposal and its adequacy to meet the project objectives:</p> <ul style="list-style-type: none"> <li>• Quality of proposed approach/ methodology (incl. standard methodology, workflow, implementation plan, quality control, time management, and progress report schedule and status reviews with UNFPA, and data analysis);</li> <li>• Quality of proposed Implementation Plan, i.e. how the institution/ organization will undertake each task in the TOR;</li> <li>• A draft outline of the national National SDGs Baseline of Youth report (maximum 2 pages).</li> </ul>	<p>100</p>		<p>40%</p>	
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<p>Organizational experience and capacity, including specific experience and expertise relevant to the assignment, professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.):</p> <ul style="list-style-type: none"> <li>• Has a minimum of 8 years of experience in the areas of statistical analysis, as well as a track record on analysis of youth development, including, but not limited to, health, education, employment and participation;</li> <li>• Has a team of data analysis experts with at least a Master’s Degree or equivalent in Social Sciences, Demography, Statistics, Epidemiology, or other related technical field with significant measurement or analysis component;</li> <li>• Preference will be given to institutions with experience in 1) conducting studies or analysis in the areas of youth development, including, but not limited to, health/ education/ employment and/ participation; 2) strong understanding of the SDGs, and experience in analysis of MDG progress is desirable.</li> </ul>	100		20%	
<i>Grand Total All Criteria</i>	400		70%	



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 based on their responsiveness to the price quote form. The maximum number of points for the price quote is 30, which will be allocated to the lowest total price. All other price quotes will receive points in inverse proportion according to the following formula:

$$\text{Financial score} = \frac{\text{Lowest quote (IDR)}}{\text{Quote being scored (IDR)}} \times 30 \text{ (Maximum score)}$$

### 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.

### VI. Award Criteria

UNFPA shall award a Professional Service Contract on a fixed-cost basis to the Bidder 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 the UNFPA Representative, Dr. Annette Sachs Robertson at [indonesia.office@unfpa.org](mailto:indonesia.office@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Representative, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto: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

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation N<sup>o</sup>:</b>	UNFPA/IDN/RFQ/17/004
<b>Currency of quotation :</b>	IDR
<b>Delivery charges based on the following 2010 Incoterm:</b>	Choose an item.
<b>Validity of quotation:</b> <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

- The Price Quotation must provide a detailed cost breakdown for each item. The components comprising the total price must provide sufficient detail to allow UNFPA to determine compliance of offer with requirements as per Terms of Reference of this RFQ.
- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.
- The format provided shall be used as a model in preparing the Price Quotation. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.
- In case of discrepancy between unit price and total price, the lower price shall prevail and the higher price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected.

Item	Description	Unit	Qty	No. of days	Unit cost (IDR)	Total (IDR)
<b>1. Professional Fees</b>						
	Team Leader	Person				
	Team Member	Person				
<b>2. Travel and accommodation</b>						
		Pax				
		Pax				
<b>3. Other cost</b>						
	Stationaries	Pax				
<b>Total</b>						

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ N<sup>o</sup> UNFPA/IDN/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	



United Nations Population Fund  
7<sup>th</sup> Floor Menara Thamrin  
Jl. M.H. Thamrin Kav.3, Jakarta 10250  
E-mail: [indonesia@unfpa.org](mailto:indonesia@unfpa.org)  
Website: [indonesia.unfpa.org](http://indonesia.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](#)



**ANNEX II:  
 BIDDER IDENTIFICATION FORM  
 UNFPA/IDN/RFQ/17/004**

<b>1. Organizational Information</b>	
Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
<b>Legal Representative:</b> Name/Surname/Position	
<b>Legal structure:</b> natural person/Co. Ltd, NGO/institution/other (specify)	
<b>Organizational Type:</b> Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Production Capacity	
Subsidiaries (indicate names of subsidiaries and addresses, if relevant to the Bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

<b>2. Expertise of Staff</b>	
Total number of staff	
Number of staff involved in similar contracts	



<b>3. Contact details of persons that UNFPA may contact for requests for clarification during Bid evaluation</b>	
Name/Surname	
Telephone Number (direct)	
Email address (direct)	



**Proposal for  
 Technical Assistance to Support the Bappenas for the Report Development  
 on National SDGs Baseline on Youth in Indonesia**

Please see the “SDG Baseline Report on Children in Indonesia”  
[https://www.unicef.org/indonesia/SDG\\_Baseline\\_Report\\_on\\_Children\\_in\\_Indonesia\(1\).pdf](https://www.unicef.org/indonesia/SDG_Baseline_Report_on_Children_in_Indonesia(1).pdf) – as the  
 main reference for this proposal.

**I. Brief Information on SDGs Baseline on Youth in Indonesia**

Maximum 500 words

**II. Objectives**

Maximum 250 words

**III. Scope of Work**

Maximum 250 words

**IV. Proposed approach/ methodology**

Including standard methodology, data analysis, workflow, quality control, time management, and progress report schedule and status reviews with UNFPA

**V. Proposed Implementation Plan**

How the institution/ organization will undertake each task in the TOR.

No	Step / Activity	Time Schedule	Note

**VI. Roles and responsibilities of team leader and member(s)**

Please attach CV of the team leader and member(s)

Role	Responsibilities

**VII. Proposed outline of the national National SDGs Baseline of Youth report**

Maximum 1 page

Signature and stamp of the Bidder:	
Name:	
Title:	
Name of Company:	
Telephone:	
Email:	



**ANNEX III:  
BIDDER'S PREVIOUS EXPERIENCE  
UNFPA/IDN/RFQ/17/004**

Order No. & Date	Description <sup>1</sup>	Client	Contact person, phone number, email address	Date of service		Contract Amount (Currency)	Satisfactory completion
				From	To		

Indicate the description of products, services or works provided to their clients.

To be attached: Evidence (client's letter or certificate) in support of satisfactory completion of above orders.

Signature and stamp of the Bidder:	
Name and title:	
Name of Company:	
Telephone:	
Email:	
Date:	

<sup>1</sup> Please indicate relevant contracts to the one requested in the RFQ.