



Date: 16 May 2018

## **REQUEST FOR QUOTATION RFQ N<sup>o</sup> UNFPA/IDN/RFQ/18/007**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

### **“Development of the Background Study on Youth for the National Medium-term Development Framework (RPJMN) 2020-2024”**

UNFPA requires the provision of development of the background study on youth for the National Medium-term Development Framework (RPJMN) 2020-2024. The background study will be used as the reference to the draft RPJMN 2020-2024 and to contribute to the government grand design on youth development. It is a basis for an advocacy approach for improving the policy environment, programs and directions on issues related to adolescents and young people in Indonesia’s development in 2020-2024.

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](http://unfpa.org/about-us)

### **Terms of Reference (ToR)**

#### **A. Context**

Approximately 66 million young people make up for 25% of Indonesia’s population. The demographic dividend, which can potentially resulted from this demographic transition, needs to be harnessed to achieve the national development goals. Adequate investment in young people, particularly in the area of education, and skills development health, participation and leadership, employment, entrepreneurship and gender equality, will enable harnessing of the demographic dividend.

The Government of Indonesia (GoI), coordinated by the Ministry of National Development Planning (Bappenas), is planning to develop the five years National Medium-term Development Framework

(RPJMN) as the guideline for government to develop policies and programmes Indonesia's development plan for 2020 to 2024. One of the UNFPA's commitments at the Country Programme Action Plan (CPAP) 2016-2020 is to support GOI to develop evidence-based advocacy and policy to inform the development of a national youth strategy that capitalizes on the demographic dividend and improved outcomes for young people in Indonesia. Therefore, Bappenas in collaboration with UNFPA will hire an institution to develop a background study on youth development. The background study will be used as the reference to the draft RPJMN 2020-2024 and to contribute to the government grand design on youth development. It is a basis for an advocacy approach for improving the policy environment, programs and directions on issues related to adolescents and young people in Indonesia's development in 2020-2024.

## B. Description of services

Deliverables:

1. An Inception Report on the review framework, project management and outline of the study report.
2. A Background Study on Youth ("Background Study") as the reference to the draft RPJMN 2020-2024 and to contribute to the government grand design on youth development.

The expected results of the background study on youth:

1. Provide strategic directions for stakeholders (government, CSOs, private sector and youth network) to contribute and collaborate effectively in fulfilling the potential of young people, to enable Indonesia in harnessing the demographic dividend.
2. Provide strategic directions for stakeholders to identify and implement Indonesia's priorities in relation to its national development plan for youth and its commitment at global level, particularly Sustainable Development Goals in Indonesia, towards promoting and progressing adolescent and youth participation, involvement, and leadership in Indonesia's development in 2020-2024.
3. The age group of youth is 16 to 30 years old as stated in the law on youth number 40 of 2009.
4. The focus areas are health, education and skills development, employment and entrepreneurship, participation and leadership, gender and discrimination, innovation and technology, and youth peace and security.
5. Provide analysis on:
  - a. Analysis on the governance for youth development (*analisis kelembagaan*)
    - i. The appropriate structure and coordination mechanism within the government in advancing and leading the youth development programmes in Indonesia.
    - ii. Mapping all stakeholders for youth development in Indonesia
    - iii. Coordination mechanism among youth networks, private sector, government, development partners and other related stakeholders.
  - b. Analysis on the rules and regulations for youth development (*analisis regulasi*)
    - i. Analysis on rules and regulations that are affecting the youth development
    - ii. Strategic recommendations on rules and regulations in advancing the youth development in Indonesia.

- iii. Analysis of status of the indicators and targets that are recommended in the YDI results and SDGs baseline for youth with the existing ones in the current RPJMN.
  - iv. Strategic recommendations on prioritized policies and programmes and provinces on youth development for the next RPJMN (using the approach of THIS: Thematic, Holistic, Integrative and Spatial).
  - v. Strategic recommendations for monitoring mechanism on the youth related policies and programmes implementation.
- c. Analysis on the budget for youth development (*analisis anggaran*)
- i. Analysis on the government budget to support youth development based on the approach of “money follows programmes”
  - ii. Strategic recommendations on how to mobilize resources from development partners, private sector and other stakeholders to support youth development in Indonesia.

#### Scope of work:

1. Analyse the current and next five years trends on the situation of youth development issues (please see the above section on “The expected results of the background study on youth”)
2. Identify and map strategic issues of RPJMN 2020-2024 in the field of youth development through literature review,
3. Facilitate and participate actively in the series of consultations in the national and sub-national level with experts, academia, government officials, NGOs and youth networks as agreed upon with Bappenas. The workshops, and several consultative meetings will be organized by Bappenas.
4. Conduct close consultation with BAPPENAS, related ministries and state institutions, government experts, and international agencies that support the background study RPJMN IV 2020-2024.
5. Provide progress report on a regular basis as agreed with the BAPPENAS Director of Families, Women, Children, Youth and Sports.
6. Draft and submit a good quality result of the background study on youth development in a timely manner.

The timing of the assignment is expected the soonest from 11 June 2018 and is scheduled to end by 24 August 2018. 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 and Bappenas.

#### General requirements:

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

Specific requirements:

- a. The inception report and work plan shall be submitted no later than 20 June 2018.
- b. Results shall be reported in one single report and it is expected that the result from this analysis will be publishable.

Delivery dates:

Key Tasks	Deliverables	Deadline
Phase 1: Preparation phase a. Work plan of activities b. Scope of analysis, datasets for the analyses, and methodology c. Agreed methodology, outline and priority areas of the background study	Inception report and work plan	20 June 2018
Phase 2: Data analysis on youth development d. Literature review e. Analysis of data for each priority areas of youth development in Indonesia f. Consultative meetings with stakeholders g. Drafting of report	First draft report submission	4 July 2018
	Second draft report submission	28 July 2018
Phase 3: Finalization h. Presentation of results and key findings with Bappenas, MoYS, BPS, and UN IANYD i. Update the report and submit final draft report	Presentation and final draft report	24 August 2018

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 from UNFPA, 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.

Documents that should be used as the references for the development of RPJMN Background Study on Adolescents and Young People are:

- a. The Indonesian Youth Development Index 2017;
- b. The Presidential Decree Number 66 of 2017 on Strategic Coordination Across Sector for Youth Development and its annex on National Action Plan on Youth Development in 2017;
- c. Law Number 40 of 2009 on Youth; and
- d. National Action Plan on SDGs in Indonesia for 2017-2019.

These documents will be provided by Bappenas.

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

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

1. Has national recognition for research and has 5 years of experience in developing studies on population and development, preferably on issues related to young people and development

(including, but not limited to, health, education, employment, entrepreneurship, gender equality, youth participation and leadership), demonstrated by national/international publications.

2. Has a team leader that has strong experiences in youth, community and/or social development with at least a Master’s Degree or equivalent in Social Sciences, Demography, Public Health, or other related technical field.
3. Has a member of economic development expert with at least a Master’s Degree or equivalent to undertake the costing analysis.
4. Familiar with the Sustainable Development Goals (SDGs) particularly on issues related to young people, gender equality and disability.
5. Familiarity with the development of RPJMN process is an advantage.
6. Familiarity working with young people, government, university, professional organization and CSOs.
7. Availability to facilitate consultative meetings that are mostly and frequently conducted in Jakarta, between June and August.
8. At least one team member should be fluent in Indonesian;
9. Team leader must have excellent verbal and written communication in English;
10. 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 **23 May 2018**. 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 [indonesia.office@unfpa.org](mailto:indonesia.office@unfpa.org) no later than: **Thursday, 31 May 2018**.

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/18/007 - Development of the Background Study on Youth for the National Medium-term Development Framework (RPJMN) 2020-2024**. 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, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal will be opened only for those Bidders, where technical proposal reach a minimum score of 70 and who have fulfilled the required qualifications.

**Technical Evaluation**

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section I and in accordance with the evaluation criteria below.

Criteria	[A] Maximum Scores	[B] Scores attained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Mandatory requirements: • Legal documents; • Profile of the company and relevance to the Project; institutional structure: ○ Showing the networking capacity; ○ Demonstrating the ability in organizing team members in collecting and analysing information in the field.	100		5%	

<p>Technical approach, methodology and level of understanding of the objectives of the project:</p> <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 Bappenas);</li> <li>• Quality of proposed Implementation Plan, i.e. how the institution/ organization will undertake each task in the TOR, particularly on:             <ul style="list-style-type: none"> <li>○ Analysis on the governance for youth development (“analisis kelembagaan”);</li> <li>○ Analysis on the rules and regulations for youth development (“analisis regulasi”);</li> <li>○ Analysis on budget for youth development (“analisis anggaran”);</li> </ul> </li> <li>• A draft outline of Background Study on Youth Development (maximum 2 pages).</li> </ul>	100		40%	

<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 national recognition for research and has 5 years of experience in developing studies on population and development, preferably on issues related to young people and development (including, but not limited to, health, education, employment, entrepreneurship, gender equality, youth participation and leadership), demonstrated by national/international publications;</li> <li>• Has a team leader that has strong experience in youth, community and/or social development with at least a Master's Degree or equivalent in Social Sciences, Demography, Public Health, or other related technical field;</li> <li>• Has a member with economic development expertises with at least a Master's Degree or equivalent in Social Sciences, Community Development, Demography, Public Health or other related technical field;</li> <li>• Preference will be given to agencies with experience in 1) SDGs particularly on issues related to young people, gender equality and disability; 2) Familiarity with the development of RPJMN process is an advantage.</li> </ul>	100		20%	
<i>Grand Total All Criteria</i>			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	Scores 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>	<a href="#">Click here to enter a date.</a>
<b>Request for quotation N<sup>o</sup>:</b>	UNFPA/IDN/RFQ/18/007
<b>Currency of quotation :</b>	IDR
<b>Delivery charges based on the following 2010 Incoterm:</b>	N/A
<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 Fee</b>						
	Team Leader	Person				
	Team Member	Person				
<b>2. Travel and accommodation</b>						
		Person				
<b>3. Other cost</b>						
	Stationery					
<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/18/007 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.

	<a href="#">Click here to enter a date.</a>
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.office@unfpa.org](mailto:indonesia.office@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/18/007**

<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)	



**ANNEX III:  
 BIDDER'S PREVIOUS EXPERIENCE  
 UNFPA/IDN/RFQ/18/007**

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.