



Date: 28 March 2025

REQUEST FOR QUOTATION
RFQ N° UNFPA/IDN/RFQ/25/003

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Baseline Study on Community Knowledge and Attitude toward Gender Norms related to GBV and Harmful Practices”

UNFPA seeks a company/institution to conduct assessment (collect data and analysis) on both quantitative and qualitative measurement for the Prevention of GBV and Harmful Practices program implementation in the BERANI II pilot areas in particular on community knowledge and perception towards GBV services, gender and social norms in community level. Results of the assessment will serve as baseline information for strengthening project’s intervention, measuring results after intervention phase, and to design scale up phase for government in national and sub-national levels.

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)

Service Requirements / Terms of Reference (TOR)

Background Information

Better Sexual and Reproductive Health and Rights for All in Indonesia (BERANI) II program, which builds on the innovations of the BERANI I program, is implemented by the Indonesian government and supported by Global Affairs Canada, UNFPA, UNICEF, and UN Women. The program targets elimination of preventable maternal mortality, gender-based violence (GBV), child marriage, and female genital mutilation (FGM), and aims to change attitudes around gender and social norms.



The desired outcome is improved adolescent reproductive health and SRH services, individual decision-making on reproductive rights, community actions to eliminate GBV and harmful practices, and strengthened gender-responsive policy-making.

UNFPA Indonesia seeks a company/institution to conduct assessment (collect data and analysis) on both quantitative and qualitative measurement for the Prevention of GBV and Harmful Practices program implementation in the BERANI II pilot areas in particular on community knowledge and perception towards GBV services, gender and social norms in community level. Results of the assessment will serve as baseline information for strengthening project's intervention, measuring results after intervention phase, and to design scale up phase for government in national and sub-national levels.

Moreover, responding to 2024 BERANI II project evaluability assessment results, UNFPA as implementing agency for BERANI II project is taking the momentum to strengthen the project's theory of change and indicators via this assessment activity. This will include assessment to verify feasibility in the project implementation and to build recommendations for the project around the following issues: need for enhancing chain of results; refining behavioral indicators; incorporating stratified indicators ; addressing data gap in particular in regions where national data is unavailable or infrequent; and tailoring interventions to address Indonesia's diverse sociocultural and regional contexts, including the geographical inequality, by conducting region-specific assessments.

In 2024, UNFPA has conducted a similar baseline assessment focusing both on availability of services and community perceptions on GBV and harmful practices in 4 districts (Serang, Lombok Timur, Garut and Brebes). In 2023, an assessment and situational analysis were conducted in 7 districts (Bogor, Serang, Brebes, Jember, Garut, Tangerang, and East Lombok).

For this assignment, the study will be focusing on capturing community perceptions and local social norms related to GBV and other harmful practices such as child marriage and FGM to be conducted in **Palu, Sigi, Cirebon, Bogor, Tangerang, Jember, and Jakarta**; to complement previous assessments that have been conducted in 2023 and 2024.

The objectives of the assignment are to (1) capture knowledge and attitude (this includes values and perspective) among communities in above-mentioned districts towards gender equitable norms related to GBV and harmful practices; and (2) based on local contexts in above-mentioned districts, strengthen the BERANI II project's theory of change by providing analysis and recommendation on how to enhance the chain of results, which behavioral indicators need refinement, what stratified indicators can be incorporated, identify data gaps, and tailor interventions to regional contexts through region-specific assessments.

Scope of Service

The selected company/institution will carry out the following functions:

1. Write an inception report on how the assignment will be conducted, including the content, scope, methodology, type of information to be collected and potential sources, and timeline;
2. Conduct a desk review and analysis of all relevant documents/literature, survey, studies, and data related to GBV and harmful practices;

3. Develop methodologies for the assessment for (a) capturing community perception towards GBV and harmful practices, gender and social norms (including intersectionality among people with disability and people living with HIV); and for (b) capturing information and analysis of feasibility for strengthening BERANI II project's theory of change based on the local contexts of the aforementioned districts, including how to enhance the chain of results of BERANI II project, which behavioral indicators need refinement, what stratified indicators can be incorporated, identify data gaps, and tailor interventions to regional contexts through region-specific assessment.
4. Develop the research instrument, e.g. information sheet, the participant consent form and tools for data collection (ex. questionnaire, in-dept interview and FGD guideline) and analysis (this might include 'easy read' version for people with disabilities);
5. Only in Jember, to mapping the presence and quality of the services provided by locally operating institutions for GBV and harmful practices (including but not limited to government owned, faith based organizations', civil society organizations' and/or community led) that includes: the existing facilities, the service providers, the types of services, and available protocols for case management (including facilities, services, and protocol for people with disabilities).
6. Identify and establish reference groups consisting of stakeholders, academia, women activists and experts in each project location area for consultations to conduct the assessment;
7. Field work for data collection that include interviews with informants (consisting of community and religious leaders, women's groups, survivors, caregivers, people with disabilities, people living with HIV and youth groups) to determine barriers, special needs and opportunities in accessing GBV management services; surveys with key informants for mapping GBV services and community for community perception (include people with disabilities and people living with HIV) towards GBV services and gender & social norms;
8. Obtain data on the overall GBV situation and conduct data cleaning, processing and analysis including transcribe, code and analysis of the collected data;
9. Document gaps in equity and access to GBV services (include gaps for people with disabilities and people living with HIV) in above mentioned areas;
10. Facilitate series of coordination, consultative and validation meetings involving key actors and institutions including MOWECP, UNFPA, local implementing partners, and organizations of people with disabilities;
11. Produce report covering the results of the assessment taking into account the current situational analysis of the community perceptions, local community values and social norms related to GBV and harmful practices such as child marriage and FGM; and in particular in Jember, existing GBV case management system and GBV referral mechanisms in terms of the availability of services, gaps, protocols, accessibility of community towards GBV services to inform planning for case management system strengthening (that inclusive to disability issues);
12. Submit to UNFPA all deliverables in due time.

Deliverables

Expected Deliverables

1. **Inception report** consists of objective and design of the study (assessment), methodology for data collection and analysis (including identified informants), timeline, outline of the reports and budget plan ;

2. **Preliminary findings** of current community perception towards GBV services, gender and social norms in all aforementioned districts, and mapping of existing GBV services in Jember;
3. **Draft report** that covers the result of assessment (data and analysis) for the baseline on GBV services and community perception towards GBV services, gender and social norms at community level) and analysis on feasibility for strengthening of the BERANI II project's theory of change based on the local contexts of the aforementioned district;
4. **Final report in Bahasa Indonesia and English** that takes into consideration additional inputs from the validation meeting, UNFPA, MOWECP and the other key stakeholders to the draft report

Methodology

The selected company/institution is expected to carry out assessment by employing a mixed method of qualitative and quantitative approach. A combination of data collection methods is preferred to gather diverse perspectives into the assessment, and to promote participation of different groups of stakeholders.

The company/institution to collect primary data by using online survey with representable sampling sizes of respondents. FGD and interviews to be conducted through virtual and/or face to face modality by consultants with representatives from government (national and district), women led CSOs, youth organisations, organizations of people with disabilities, community/ religious leaders, village leaders and community members, etc. that are deemed relevant to the assessment's objective.

The proposed methodologies shall cover (but are not limited to) the following components:

1. Desk reviews on relevant documents (using systematic reviews);
2. Data collection;
3. Interviews and FGDs with key informants (GBV services, community leaders, women's rights organisations, caregivers, people with disabilities, youth groups);
4. Community survey using questionnaire to receive data on community perception.
5. Data analysis (using mixed and/or qualitative methods) to assess community perception towards GBV services and gender & social norms;
6. Validation meeting with stakeholders;
7. Ethical clearance must be obtained prior to conducting the research

Personnel Structure

The selected company/institution must form a team composed of the following positions:

Table 1.

Position	Roles
Lead researcher (1 person)	Lead the study and provide overall direction on the methodology, analysis, findings and report writing.



Research assistant (3 persons)	Conduct data collection, field observation, interviews of key informants in Palu, Sigi, Cirebon, Bogor, Tangerang, Jember, Jakarta.
Data analyst (1 person)	Data management covering data cleaning and analysis.

The selected company/institution will work home-based and required to do field visits to Palu, Sigi, Cirebon, Bogor, Tangerang, Jember, Jakarta.

The company/institution will work under the direct supervision of the BERANI II Coordinator Analyst and UNFPA Gender Programme Specialist, and guidance from UNFPA Assistant Representative.

UNFPA will provide guidance and ensure the activity is in line with the objective including provision of lists of key stakeholders, inputs on the plan for presentation of inception report/validation meeting/presentation of reports, and provision of access to UNFPA relevant publications and tools as necessary.

Schedule

The assignment shall commence immediately upon awarding of contract with a **duration 4 months, from May 2025 to August 2025**. The final product is expected to be available by 4th week of August 2025.

Payment will be made upon the completion and submission of deliverables according to the following milestones:

Table 2.

No.	Milestone/Deliverables		Timeline*	Terms of Payment
	<ul style="list-style-type: none"> Preparation and development of study design and tools. Submission of study design and tools. Present study design and tools to UNFPA, MOWECP and relevant stakeholders (including organizations of people with disabilities). 	<p>Inception Report (Study design and methods)</p> <p>The report is bilingual (Indonesian and English)</p>	3rd week of May 2025	30% of total payment
	<ul style="list-style-type: none"> Prepare and submit preliminary findings from field visits to Palu, Sigi, 	Preliminary findings notes.		

	<p>Cirebon, Bogor, Tangerang, Jember, Jakarta throughout 1st week of May – 1st week of June 2025.</p> <ul style="list-style-type: none"> Conduct consultation workshops and present preliminary findings. 	<p>The findings notes is bilingual (Indonesian and English)</p>		
	<ul style="list-style-type: none"> Prepare and submit a draft report. Conduct validation meetings and present draft reports. 	<p>Draft report of Baseline Study on Community Knowledge and Attitude toward Gender Norms related to GBV and Harmful Practices.</p> <p>The study report is bilingual (Indonesian and English)</p>		
	<ul style="list-style-type: none"> Consolidate input from validation meeting Prepare and submit the final report. 	<p>Final report of Baseline Study on Community Knowledge and Attitude toward Gender Norms related to GBV and Harmful Practices.</p> <p>The study report is bilingual (Indonesian and English)</p>	<p>4th week of August 2025</p>	<p>70% of total payment</p>

*to be discussed and agreed during briefing meeting with the selected company/institution



Qualifications, Background, and Experience

The company/institution is required to have the following qualifications:

1. Has a minimum 5 years of professional work experience in research in the area of gender, GBV and social norms - proven with a portfolio of projects;
2. Has expert personnel on GBV, harmful practices, and social norms in Indonesia and has familiarity working with communities;
3. Requirements of the personnel and/or team assigned:
 - a. Consists of 1 Lead Researcher, 3 Research Assistants, 1 Data Analyst, who will be dedicated to the work
 - b. Lead Researcher:
 - PhD with minimum of 3 years or Master's Degree with 5 years of research experience in gender, GBV, harmful practices (child marriage and/or FGM/C), and social norms
 - Expertise in gender issues with extensive knowledge on gender, GBV, social norms and gender transformative approach
 - Demonstrated experience in delivering oral and written reports & presentation in a timely, effective and easily understood manner; the lead researcher must have strong skills in conducting assessments and producing the baseline
 - c. Research Assistant: Minimum Bachelor's Degree with 3 years of research experience in gender, GBV, harmful practices and social norms
 - d. Data Analyst: Minimum Bachelor's Degree with minimum of 3 years working experience in data management and familiarity with data analysis software (NVIVO, STATA)
 - e. Roles and responsibilities of each individual should be clearly defined. The Lead Researcher will be responsible for the deliverable 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 the deliverable.
 - f. The lead researcher must have excellent verbal and written communication in English.
 - g. All team demonstrated ability and experience in coordination, and able to work under pressure

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>
Email address of contact person:	<i>idn.bids@unfpa.org</i>

Questions will be answered in writing and shared with all 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 perform in the country, 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](#).
- UNFPA supports Gender Equality and Social Inclusion - Bidder may provide evidence that demonstrates commitment to value diversity, promote equality and sensitivity toward women and social inclusion of other marginal groups, for example internal company policy documents on women empowerment, people with disabilities or membership of institutions/associations promoting such issues.

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 / TOR, which contains:
 - Company legal documents and company profile stating institutional structure, experience and expertise relevant to the assignment, organizational experience with similar projects, networking capacity, number of customers, size of projects, client references, samples of previous work.
 - Proposed technical approach / methodology includes workflow, implementation plan (how the company/institution will undertake each task in the TOR), quality control, time management, and progress report schedule and status reviews. It also includes work plan / time scales given in the proposal and its adequacy to meet the project objectives, also, timeline for the execution of the project.
 - The curriculum vitae of staff will be employed to this assignment
- b) Signed Declaration Form, to be submitted strictly in accordance with the document.
- c) Price quotation form strictly in accordance to the format provided, duly completed and signed.

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 III and IV above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than: **Friday, April 11th 2024 at 23:59 Jakarta Time¹**.

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

Please note the following guidelines for electronic submissions:

- The following reference must be included by the Bidder in the email subject line:
 - UNFPA/IDN/Rfq/25/003 - [Company/Institution name], Technical Bid
 - UNFPA/IDN/Rfq/25/003 - [Company/ Institution 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.
- The total email size may not exceed **20 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.
- 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 I 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
Technical proposal: <ul style="list-style-type: none">• level of understanding of the scope of work and objectives of the project.	100		30%	

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>

<ul style="list-style-type: none"> Proposal which includes proposed technical approach/ methodology, includes workflow, implementation plan (how the company/institution will undertake each task in the TOR), quality control, time management, and progress report schedule and status reviews. It also includes work plan / time scales given in the proposal and its adequacy to meet the project objectives. In addition, timeline for the execution of the project, ensuring that it aligns with the deliverables and deadlines outlined in the TOR 				
<p>Profile of the company/institution and relevance to the assignment:</p> <ul style="list-style-type: none"> Institutional structure Specific experience and expertise relevant to the assignment Range and depth of organizational experience with similar projects The networking capacity Number of customers, size of projects, client references Samples of previous work 	100		20%	
<p>Professional experience of the staff (team) that will be employed for this the assignment:</p> <ul style="list-style-type: none"> Relevant experience and qualifications of the proposed team for the assignment (meet the requirements stated in the TOR section: Requirements of the personnel and/or team assigned) Curriculum vitae of staff will be employed to the project: compliance to the requirements stated in the TOR, including language requirements 	100		20%	
Total Technical Score				

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 total score of 49 points (70% x 70) 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 30, 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 (IDR)	X 30 (Maximum score)
	Quote being scored (IDR)	

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.

$$\text{Total score} = \text{Total Technical score} + \text{Financial score}$$

VII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract on a fixed-cost basis to the Bidder 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

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 Representative, Mr. Hassan Mohtashami at indonesia.office@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Representative, the supplier may contact the Chief, Supply Chain management Unit at procurement@unfpa.org.



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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).



PRICE QUOTATION FORM

Name of Bidder:	[insert name of company]
Date of the quotation:	[insert quotation date]
Request for quotation N°:	UNFPA/IDN/RFQ/25/003
Currency of quotation:	IDR
Validity of quotation: <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	[insert quotation validity date]

- The bidder is expected to submit realistic and competitive itemized cost estimates in undertaking the project.
- 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. The Bidder shall include a complete breakdown of the cost elements associated with each line item
- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.
- 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.

TABLE 1: Price Offer:

No	Description	Unit Cost (IDR)							Total Cost (IDR)
1	Professional Fees:								
1a	Lead Researcher	[insert unit cost]	1	person	[x]*	days	1	time	[insert total cost]
1b	Research Assistant	[insert unit cost]	3	persons	[x]*	days	1	time	[insert total cost]
1c	Data Analyst	[insert unit cost]	1	person	[x]*	days	1	time	[insert total cost]



No	Description	Unit Cost (IDR)							Total Cost (IDR)
2	Costs related to data collection and processing								
2a	Transportation (Airfare, car rental, train cost)								[insert total cost]
2b	Resource person (fee, accommodation)								[insert total cost]
2c	Others (room rental, refreshments, transportation for FGD, data processing, report layout and printing, translation)								[insert total cost]
3	Costs related to consultative and validation workshop								
3a	Transportation (Airfare, car rental, train cost)								[insert total cost]
3b	Accommodation cost								[insert total cost]
3c	Workshop (Kick-off, report writing, consultative and validation)								[insert total cost]
3d	Kick-off meeting (room rental, refreshment)								[insert total cost]
3e	Analysis and report writing (meeting package, refreshment)								[insert total cost]
Total Cost									[insert total cost]

*) insert number of workday

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Validity of Quotation is at least 3 months after the submission deadline	[insert answer]	[insert answer]	[insert answer]
After the closing date (RFQ submission deadline), if required, the bidder(s) will be contacted, to provide clarification(s) related to the submission	[insert answer]	[insert answer]	[insert answer]
All Provisions of the UNFPA General Terms and Conditions	[insert answer]	[insert answer]	[insert answer]

Vendor's Comments:

[insert comments if any]

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IDN/RFQ/25/003 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.

[insert name, title, signature and company's seal/stamp]	[insert date and place]
Name and title	Date and place

DECLARATION FORM

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

1.	The Company and its Management ² have not been found guilty pursuant to a final judgement 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"/>
	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"/>

² "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.



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"/>

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:



United Nations Population Fund
Dana Kependudukan Perserikatan Bangsa-Bangsa

Date:

Name and Title:

Name of the Company:

Postal Address:

Email:



United Nations Population Fund
Dana Kependudukan Perserikatan Bangsa-Bangsa

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](#)