



Date: 11 June 2018

## REQUEST FOR QUOTATION RFQ N<sup>o</sup> UNFPA/IDN/RFQ/18/010

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

### **“Strategic Partnership Positioning for the Ninth Country Programme (2016-2020)”**

Within the implementation of the Ninth Country Programme, starting in 2016, UNFPA Indonesia has worked to advance the ICPD Agenda within the context of Indonesia’s changing political and social dynamics. Advocating for equity in the area of reproductive health and reproductive rights amidst the changing political and social nuances will require UNFPA Indonesia to rethink and possibly expand the key partnerships that are needed for advocacy and behavior change in advancing the ICPD Agenda and in supporting the achievement of SDGs in Indonesia. As part of the Mid-Term Review (MTR) that UNFPA will carry out this year, UNFPA Indonesia will be hiring an institution to explore the Country Office positioning vis-a-vis partnerships for advocacy and resource mobilization.

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)**

#### **Background, Purpose, and Objectives**

Within the implementation of the Ninth Country Programme, starting in 2016, UNFPA Indonesia has worked to advance the ICPD Agenda within the context of Indonesia’s changing political and social dynamics. Advocating for equity in the area of reproductive health and reproductive rights amidst the changing political and social nuances will require UNFPA Indonesia to rethink and possibly expand the key partnerships that are needed for advocacy and behavior change in advancing the ICPD Agenda and in supporting the achievement of SDGs in Indonesia.

As part of the Mid-Term Review (MTR) that UNFPA will carry out this year, UNFPA Indonesia will be hiring an institution to explore the Country Office positioning vis-a-vis partnerships for advocacy and resource mobilization.

### **Purpose**

1. To provide a deeper understanding of UNFPA Indonesia's current and potential partnerships that will advance the ICPD agenda.
2. To explore opportunities for UNFPA Indonesia resource leverage and mobilization efforts for its Country Programme initiatives.
3. To provide a partnerships' roadmap for the 2018 MTR, as part of efforts to enhance the programme for the last two years of the country programme cycle (2019-2020).

The report will primarily serve as an internal document for UNFPA Country Office staff to strategize partnership efforts. However, selected parts of the content will be shared with current national implementing partners through the MTR to raise awareness on advocacy for ICPD/SDGs and potential for public-private partnerships (PPP).

### **Objectives**

1. To assess the strengths and weaknesses of current partnerships and how these can be leveraged for enhanced organizational profile and resource mobilization.
2. To develop a stakeholder mapping/analysis of current and potential partnerships, including in South-South and Triangular Cooperation (SSTC) that will inform the development of a strategy for 2019-2020.
3. To identify a variety of new public and private partnership opportunities that could potentially lead to increased availability of resources to advance the ICPD/SDG agenda.

### **Scope of work:**

The institution will be assessing current and potential strategic partnerships that will advance the Ninth Country Programme advocacy across the areas of the UNFPA mandate and resource mobilization opportunities, by exploring:

- UNFPA traditional (current government partners such as BAPPENAS, BKKBN, among others, at national and subnational levels) and especially non-traditional partners including among others, national and multi-national private companies, Non-Government Organizations, Faith-Based Organizations, professional associations and media groups.
- A SWOT analysis of UNFPA's traditional and non-traditional partners and the UNFPA Country Office capacities for strategic partnership (including in SSTC) and resource mobilization.
- Specific areas within the UNFPA/ICPD mandate that may be of interest to potential partners.
- Recommendations/strategies on how strategic partnership between UNFPA and some of the above institutions can be established.

The inclusion of SSTC as a form of strategic partnership will require the institution to take into consideration the UNFPA Indonesia SSTC Assessment results conducted in 2018 to incorporate into the review design and implementation (key questions for respondents). This document will be provided for desk review.

### **Geographic focus:**

Interviews and data collection will be carried out in Jakarta.

### **Expected outputs:**

1. Inception report: which will include desk review of relevant documents, methodology, stakeholder mapping/analysis, key questions matrix (indicating the question, data collection method(s), interviewees).

2. Conduct In-depth interviews (with selected UNFPA country office staff and external UNFPA partners, as well as skype calls with the Strategic Partnership Adviser-Resource Mobilization Branch Headquarters, and Strategic Partnership Adviser-Asia and the Pacific Regional Office) and other data collection methods (e-surveys, FGDs, as seen necessary based on discussions with UNFPA).
3. First draft report for feedback from UNFPA.
4. Final draft report (with executive summary) and brief version for handouts/pamphlet format.

**Duration and working schedule:**

The total working days for this assessment is 24 work days. The timing of the assignment is expected the soonest from 9 July 2018 and is scheduled to end by 24 August 2018.

**Delivery of outputs:**

The total working days for this assessment is 24 work days from 9 July-24 August 2018, with the general breakdown as follows:

1. Inception report:
  - a. Entry meeting with UNFPA, present draft inception report to UNFPA CO, and submission of draft inception report: 4 work days
2. Feedback from UNFPA: 3 days
3. Submission of final inception report: 3 work days
4. Data collection and present initial findings to UNFPA CO:10 work days
5. First draft report: 3 work days
6. Feedback from UNFPA 3 days
7. Final draft report (with executive summary) and brief version for handouts/pamphlet format: 4 work days

**Management and quality assurance processes:**

The institution will be under the overall guidance of the UNFPA Indonesia Representative, and will be managed on a day-to-day basis by the NPO Strategic Planning, Monitoring and Evaluation, under the supervision of the Representative, with input from the SSTC officer, supported by the M&E Assistant and the PA for RH/Youth/M&E. Reviews and feedback will involve relevant UNFPA Indonesia national programme officers and will have final approval of the Representative. Entry meetings, reporting on initial findings, and end-of consultancy briefing will be carried out with the Representative.

UNFPA Indonesia will provide support in the arrangement of meetings as necessary, particularly for institutions that are already in partnership with the Country Office. These details should be discussed during the development of the inception report (interview dashboard). For resource persons that may be from private sector or non-traditional partners or donors, UNFPA will expect the institution to utilize its networks to explore these opportunities.

**The Country Office will provide the following documents for desk review:**

1. UNFPA Indonesia CPD (2016-2020).
2. UNFPA Indonesia CPAP (2016-2020).
3. UNFPA (Global) Strategic Plan 2018-2021.
4. UNFPA Resource Mobilization Strategy (Third Edition).
5. UNFPA Indonesia South-South and Triangular Cooperation Assessment Report (2018).

6. Resources from the MyUNFPA Resource Mobilization Toolkit, as needed.

**Required Institutional Expertise:**

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

1. At least three years of demonstrated experience in carrying out strategic partnerships assessments and/or reviews.
2. Demonstrated experience in working with different stakeholders from government, parliament, private sector, NGOs/CBOs, as well as faith-based organizations (FBOs) in Indonesia.
3. Has a wide network with different stakeholders from government, parliament, private sector, NGOs/CBOs, as well as faith-based organizations (FBOs) in Indonesia.
4. Has a team leader with demonstrated experience in strategic partnerships, advocacy and resource mobilization with at least a Master’s Degree or equivalent in the social, economic, public health, or political sciences.
5. Familiarity with the Sustainable Development Goals (SDGs) particularly on issues related to young people, gender equality and disability. Familiarity with the UN and UNFPA is an asset.
6. Availability to facilitate consultative meetings that are conducted in Jakarta.
7. At least one team member should be fluent in Indonesian.
8. Team leader must have excellent verbal and written communication in English.

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>Mr. Restu Susanta</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>susanta@unfpa.org</i>

The deadline for submission of questions is **18 June 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: **Wednesday, 11 July 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/18/010 - Strategic Partnership Positioning for the Ninth Country Programme (2016-2020)**. 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: <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%	

<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 (incl. methodology, workflow, data collection, implementation plan, institutional quality control, time management, and progress report schedule and status reviews with UNFPA);</li> <li>• Quality of proposed Implementation plan in completing the deliverables.</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 (see “required institutional expertise”).</p>	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
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**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:

$\text{Financial score} = \frac{\text{Lowest quote (IDR)}}{\text{Quote being scored (IDR)}} \times 30 \text{ (Maximum score)}$
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**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/18/010
<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					
	Team Member					
<b>2. Travel and accommodation (if applicable)</b>						
<b>3. (Please specify other cost - if applicable)</b>						
<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/18/010 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



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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/18/010**

<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/18/010**

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.