



Date: 14 February 2019

REQUEST FOR QUOTATION RFQ N^o UNFPA/IDN/RFQ/19/006

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Study on Health Seeking Patterns of Youths (15-24) in Yogyakarta”.

UNFPA requires the provision of Study on Health Seeking Patterns of Youths (15-24) in Yogyakarta. A review and secondary data analysis on Adolescent Reproductive Health (ARH) in Indonesia conducted in 2017, revealed important findings about problems and challenges of 10- to 19-year-old adolescents and ARH. Given the enormous gap, a private sector-led reproductive health services model for young people in Daerah Istimewa Yogyakarta (DIY), named UNALA, was developed. The purpose of this institutional engagement in implementation research is for a background study that seeks to understand patterns of health seeking by adolescents and young people in DIY so as to inform UNALA programming.

The United Nations Population Fund (UNFPA), an international development agency requires the provision of Study on Health Seeking Patterns of Youths (15-24) in Yogyakarta. A review and secondary data analysis on Adolescent Reproductive Health (ARH) in Indonesia conducted in 2017, revealed important findings about problems and challenges of 10- to 19-year-old adolescents and ARH. Given the enormous gap, a private sector-led reproductive health services model for young people in Daerah Istimewa Yogyakarta (DIY), named UNALA, was developed. The purpose of this institutional engagement in implementation research is for a background study that seeks to understand patterns of health seeking by adolescents and young people in DIY so as to inform UNALA programming.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services/works and have legal capacity to perform in the country, or through an authorized representative. Description of services and requirements as stated in the attached RFQ document.

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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

A review and secondary data analysis on Adolescent Reproductive Health (ARH) in Indonesia conducted in 2017, revealed important findings about problems and challenges of 10- to 19-year-old adolescents and ARH¹:

1. Peers are a very important source of Reproductive Health (RH) information for unmarried youth aged 15–19, though this trend decreased from 2002 to 2012. More and more, youth want to discuss RH matters with teachers and health professionals.
2. In 2015, only 22 percent of youth aged 15–19 knew where to find an RH service facility, and less than 5 percent had accessed such a service.
3. Youth aged 15–19 have quite high basic knowledge about physical changes (88 percent in 2012), but specific knowledge about the risk of pregnancy after one intercourse is lower (64.3 percent in 2015) and the fertile period was very low (9.9 percent in 2015).
4. Unmarried youth aged 15–24 years are increasingly sexually active, particularly girls. In 2012, only 0.9 percent of girls and 7 percent of boys were sexually active. In 2015, this had increased to 2.3 percent of girls and 7.3 percent of boys.
5. Only 14.1 percent of unmarried, sexually active adolescents use contraceptives. The unmet need among this group is very high.
6. Contraceptives are obtained from private clinics or pharmacies.
7. The percentage of women who marry young has decreased slightly, but is still relatively high.

Given the enormous gap, a private sector-led reproductive health services model for young people in Daerah Istimewa Yogyakarta (DIY), named UNALA, was developed. The model leverages aspects of youth development in order to generate a greater demand for services and gain community support for the provision of SRH services to youth. Currently, the UNALA project is implemented in partnership with Yayasan Siklus Sehat Indonesia (YSSI), a local NGO based in Jakarta and Yogyakarta and Government of Canada (GAC). UNALA conducts a series of demand generation activities and provides vouchers for young people to go to their affiliated youth friendly clinics. There are 30 UNALA affiliated clinics spread across all 5 districts in Yogyakarta. Insofar, however the uptake of services remains low. Therefore, UNFPA will hire an institution to develop a Study on Health Seeking Patterns of Youths (15-24) in Yogyakarta. This purpose of this institutional engagement in implementation research is for a background study that seeks to understand patterns of health seeking by adolescents and young people in DIY so as to inform UNALA programing.

B. Description of services

The main objectives of this assignment are:

1. To document patterns of health seeking among youths in DIY.
2. To understand the barriers and facilitators of health seeking among youths in DIY.

¹ Adolescent Reproductive Health (ARH) in Indonesia: Lowering the Adolescent Pregnancy and Childbirth Rate, references review and secondary data analysis, Laurike Moeliono, 2017.

3. To map the orbits of influence that affect the trajectory and pattern of health seeking among youths in DIY.
4. To inform a Human Centred Design approach towards generating demand for UNALA health services.
5. To provide baseline data to evaluate the impact of the UNALA program on demand generation of health services.

Methodology:

The study should employ a mixed methods approach. A detailed mixed methods strategy including how the quantitative component is linked with the qualitative component should be developed by the bidder.

Quantitative component:

Design	The design of the quantitative component is a rapid survey.
Setting and Sampling	The study will be located in all 5 districts of Daerah Istimewa Yogyakarta. A random stratified sampling should be employed to select participants from UNALA clinic catchment areas. Sampling strategies used should keep in mind the fact that young people are mobile. Sampling strategies should involve school and out of school youth. The research team should identify possible sampling biases and strategies to prevent such biases.
Participants	The participants of the research study are as follows <ol style="list-style-type: none"> 1. Aged 15-24 years 2. Reside in an UNALA clinic catchment area Participants who have not resided in the UNALA catchment area for more than 6 months should be excluded from the study.
Variables and data collection tools	The quantitative component of the study should include the following themes among others. <ol style="list-style-type: none"> 1. Patterns of health seeking among youth. The survey should document <ol style="list-style-type: none"> a. Knowledge of health services b. Health seeking patterns. c. Types of services that young people use. d. People that accompany young people when they access services 2. Orbits of influence that affect health seeking (Who and what influences young people to go to seek health care) 3. Barriers towards accessing health services <ol style="list-style-type: none"> a. They must include financial, structural, societal, cognitive and interpersonal barriers that affect health seeking. A social-ecological model of behaviour is to be used for understanding barriers to accessing care. 4. Aspirations pertaining to youth friendly services The research team should identify standardized and validated data collection tools that measure the above themes. Tools will be selected in close discussion with UNFPA.
Bias	The research team should identify possible biases in the research design and list limitations of the study design proposed.

Sample Size	The research team should calculate sample size based on available population data of Yogyakarta in 2019 from SUPAS.
Data Collection	The research team will conduct data collection from subjects that reside in UNALA catchment areas.
Statistical methods	The research team should identify appropriate statistical methods to analyse the quantitative data

Qualitative component:

Design	The qualitative component will employ focus group discussions and in-depth interviews to gather data
Sampling	A purposive sampling is used to gather data for the qualitative component. Samples must be obtained from all five districts of Yogyakarta and must include youths and adolescents from rural and urban contexts.
Thematic guides	The qualitative interview and focus group discussions should include the following themes among others <ol style="list-style-type: none"> 1. Pathways and patterns of health seeking among adolescents and young people 2. Barriers and facilitators of health seeking 3. Orbits of influence that allow for health seeking 4. Aspirations for youth friendly services
Analysis	A grounded approach will be employed for the analysis. Analysis should keep in mind the development stages of adolescents and young people.

Interested bidders should develop a detailed research proposal following the above guide. The outline of the detailed proposal is outlined as an attachment.

The timing of the assignment is expected the soonest from March 2019 and is scheduled to end in July 2019. 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.

Key Tasks	Deliverables	Deadlines
Phase 1: Preparation phase <ol style="list-style-type: none"> a. Work plan of activities b. Scope of analysis, datasets for the analyses, and methodology c. Agreed methodology, outline and priority areas of the study 	Inception report and work plan	29 March 2019
Phase 2: Research Study. <ol style="list-style-type: none"> d. Literature review, questioners' tools and sampling framework e. Proof of ethical clearance submission f. Data collection g. Analysis of data h. Consultative meetings with stakeholders i. Drafting of report 	First draft report submission (covers point d and e)	26 April 2019
	Second draft report submission	21 June 2019

Phase 3: Finalization	Presentation and final draft report	23 July 2019
j. Presentation of results and key findings with YSSI and UNFPA		
k. Update the report and submit final draft report		

Delivery dates:

No	Deliverables	Deadlines
1	First draft study report, which covers: <ul style="list-style-type: none"> - agreed methodology, outline and priority areas of the background study - Literature review, data collection tools and sampling framework and - proof of ethical clearance submission The draft report shall be submitted in electronic file and in English.	26 April 2019 (30% of total payment)
2	Disseminate research findings through a workshop in Yogyakarta (this workshop will be funded separately by UNFPA and organized by YSSI).	2 July 2019
3	Study Report on Health Seeking Patterns of Youths (15-24) in Yogyakarta. The report should include an executive summary, which provides an overview of the assessment and highlight the main findings, recommendations and conclusions for the demand generation activities of UNALA. The Final Report shall be submitted in electronic file, in English with professional translation into Bahasa Indonesia, be professionally proof-read, and publishable when handed in to UNFPA.	23 July 2019 (70% of total payment)

The institution will work under the overall guidance of the UNFPA Representative and under the direct supervision of the Programme Analyst on Youth and ASRH.

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 3 years of experience in the areas of statistical analysis, as well as a track record on epidemiologic and qualitative studies with youths and adolescents.
2. Preference will be given to institutions with experience in:
 - a. working with marginalized out of school youth
 - b. issues relating to adolescent sexual and reproductive health.
3. Excellent communication and interpersonal skills.
4. Team leader must have excellent verbal and written communication in English.
5. At least one team member should be fluent in Indonesian.

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 ^o :	<i>+62 21 29802300</i>
Email address of contact person:	<i>novita@unfpa.org</i>

The deadline for submission of questions is **Wednesday, March 6th 2019 at 17:00 Jakarta Time²**. 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;
 - to be submitted strictly in accordance with the technical proposal form (annex IV);
- b) Price quotation, 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 no later than: **Thursday, March 14th 2019 at 23:59 Jakarta Time³**.

Please note the following guidelines for the submissions:

- The following reference must be included in the email subject line: **RFQ N^o UNFPA/IDN/RFQ/19/006 - Study on Health Seeking Patterns of Youths (15-24) in Yogyakarta**. 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 TOR listed in Section I and III, and in accordance with the evaluation criteria below.

² <http://www.timeanddate.com/worldclock/city.html?n=69>

³ <http://www.timeanddate.com/worldclock/city.html?n=69>

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"> • Legal documents; • Profile of the company and relevance to the Project; institutional structure: <ul style="list-style-type: none"> ○ Showing the networking capacity; ○ Demonstrating the ability in organizing team members in collecting and analysing information in the field. 	100		5%	
Technical approach, methodology and level of understanding of the objectives of the project: <ul style="list-style-type: none"> • Understanding of, and responsiveness to, UNFPA Indonesia Country Office requirements; • Understanding of the scope, objectives and completeness of response. 	100		5%	
Technical proposal - work plan/time scales given in the proposal and its adequacy to meet the project objectives: <ul style="list-style-type: none"> • 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); • Quality of proposed Implementation Plan, i.e. how the institution will undertake each task in the TOR; • Research proposal (see annex IV). 	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"> • Has a minimum of 3 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; • Has a team of data analysis experts with at least a Master’s Degree in public health; • Preference will be given to institutions with experience in working with young people especially out of school and vulnerable youth. 	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	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 quotation 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:

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

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. 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.

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

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N^o:	UNFPA/IDN/RFQ/19/006
Currency of quotation :	IDR
Delivery charges based on the following 2010 Incoterm:	N/A
Validity of quotation: <i>(The quotation must be valid for a period of 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. The Bidder shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract.
- 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	Quantity	Unit cost (IDR)	No. of days/months	Total (IDR)
1	Personnel a. Team Leader b. Researcher c. Data Entry/Processor d. Administrative/finance assistant				
2	Develop questionnaire, sampling plans and field operations manual*				
3	Develop training plan and train personnel for survey*				
4	Data Collection*				
5	Data entry, analyse data and write report*				
6	Institutional Fee (maximum 10% of total budget)				
Total					

*Please detail the following:

- Estimated return tickets for travel (if any)
- Accommodation and other expenses away from home (if any)
- Local transportation
- Any relevant overhead costs (report preparation, communication, stationery, etc.)



Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IDN/RFQ/19/006s 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	
Name of Institution	Signature/Stamp of Entity	



United Nations Population Fund
7th Floor Menara Thamrin
Jl. M.H. Thamrin Kav.3, Jakarta 10250
E-mail: indonesia.office@unfpa.org
Website: 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/19/006**

1. Organizational Information	
Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
Legal structure: natural person/Co. Ltd, NGO/institution/other (specify)	
Organizational Type: 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	
Subsidiaries (indicate names of subsidiaries and addresses, if relevant to the Bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

2. Expertise of Staff	
Total number of staff	
Number of staff involved in similar contracts	

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



**ANNEX III:
 BIDDER'S PREVIOUS EXPERIENCE
 UNFPA/IDN/RFQ/19/006**

Order No. & Date	Description*	Client	Contact person, phone number, email address	Date of service		Contract Amount (Currency)	Satisfactory completion** (yes/no)
				From	To		

* Please indicate relevant contracts to the one requested in the RFQ.

** UNFPA may request 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:	



ANNEX IV: TECHNICAL PROPOSAL FORM

Name of Proposing Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Proposal:	
Address:	
Phone / Fax:	
Email:	

Section 1: Capability and Expertise of the Organization/Firm

<p>1.1 Management Plan:</p> <p>As part of their technical proposals, Bidders must submit a Management Plan which includes the following detail:</p> <ol style="list-style-type: none"> a. Describe the overall management approach toward planning and implementing this activity. b. Include an organization chart for the management of the project.
<p>1.2 Organizational Capacity and Experience:</p> <p>This section should fully explain the Bidder's resources in terms of personnel and facilities necessary for the performance of this requirement.</p> <ol style="list-style-type: none"> a. Brief Description of Firm: Provide a brief description of the organization / firm submitting the proposal, including the year and country of incorporation and types of activities undertaken. b. Previous experience at health survey: Demonstrate experience in conducting health survey in Indonesia, preferable on youth/adolescent sexual and reproductive health issues <i>Please attached the executive summary of the reports (in the last 3 years)</i> c. Previous experience at research and publication: Demonstrate experience in doing research and publication in international journal on Youth and/or Health in Indonesia, preferable youth/adolescent sexual and reproductive health issues <i>Please attached the summary of the publications (in the last 3 years)</i> d. Experience of Organization / Firm: Familiarity working with government and CSOs

Section 2: Proposed Strategy and Approach

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the specifications.

Reporting.

Bellow is the suggested outline of the proposal

- Background
- Research Question and Objective
- Methods
 - Mixed methods approach
 - Quantitative component
(Design, setting, sampling, participants, variables, bias, sample size)
 - Qualitative component
(Design, setting, sampling, participants, variables, bias, sample size)
- Ethical considerations
- Proposed variables and tools for measurement
- Proposed Interview guides, FGD guides
- Timeline of the study

Section 3: Personnel

Please include CVs for key personnel (managerial and technical staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. The quality of key personnel proposed will be an evaluation factor.

No substitution of key personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the approval of the UNFPA. If substitution is unavoidable it will be with a person who, in the opinion of the UNFPA, is at least as experienced as the person being replaced. No increase in costs will be considered as a result of any substitution.



Please use the format below, with each CV no more than one page in length.

Name:		
Position for this Assignment:		
Nationality:		
Contact information:		
Language Skills:		
Educational and other Qualifications:		
Summary of Experience: Highlight experience in the survey and research.		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ funding organization:	Job Title and Activities undertaken: