



Date: 29 September 2022

## REQUEST FOR QUOTATION RFQ N<sup>o</sup> UNFPA/IDN/RFQ/22/016

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

### **“Development of Communication and Advocacy Materials on the 2018-2022 BERANI PROGRAMME”**

UNFPA requires the provision of multimedia documentation that will capture and document the soon ending of Better Sexual and Reproductive Health and Rights for All in Indonesia (BERANI) programme’s results, best practices, lessons learned and human stories. The multimedia in this context covers videos, human stories articles, a booklet, photographs, social media posts, and infographics.

#### **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**

UNFPA Indonesia together with the Government of Canada, the Government of Indonesia (GoI), and UNICEF, have been working since 2018 to improve sexual and reproductive health and rights (SRHR) for women and young people in Indonesia, through a joint programme called BERANI - Better Sexual and Reproductive Health and Rights for all in Indonesia. The programme emphasizes gender equality and the empowerment of women and girls to promote and protect their rights, to enable decision-making, and to ensure access to services and information, by applying human-rights approaches and engagement of men and boys. The BERANI programme is guided by UNFPA and the Global Affairs Canada (GAC) Guidelines. The programme is aimed at increasing the quality of skilled birth attendance (SBA) and thereby decreasing maternal mortality; increasing access to SRHR information and services to young people through comprehensive sexuality education (CSE) and a youth friendly services; and decreasing harmful practices such as child marriage and female genital mutilation/cutting (FGM/C) and gender based violence (GBV) through advocacy, evidence-generation, and capacity building. The programme is implemented through partnerships with strategic partners, such as national counterparts, including BAPPENAS, BKKBN, MOH and MOWECP; and partnerships



with parliamentarians, faith-based organizations, the private sector, philanthropists, and youth and women's networks.

As part of the BERANI programme communications, visibility, accountability and future advocacy, UNFPA will develop multimedia documentation that will capture and document the soon ending programme's results, best practices, lessons learned and human stories. The multimedia in this context covers videos, human stories articles, a booklet, photographs, social media posts, and infographics. The programme is implemented by three units in UNFPA Indonesia Country Office, namely Reproductive Health; Youth; and Gender; and the documentation should cover the work of these different units and their outputs based on their specific needs. The details of the coverage are expounded in the following sections.

### Objectives

To produce a) photographs, b) 8 human stories in the form of web articles, c) 1 booklet, d) social media content, e) 5 infographics and f) 10 video documentations that document the BERANI programme's best practices, lessons learned, results, and programme's impacts. Those products will be published on UNFPA's website and social media platforms. UNFPA will also use those products, including the video footage, for future publications

### Scope of the service

The selected company will carry out the following functions:

- Attend briefing session with the BERANI team (1 meeting with all, and 3 separate meetings with each team) and study [[BRIEFING MATERIALS](#)] to familiarize itself with UNFPA and GAC communications and visibility guidelines, programme partners, stakeholders, and programme interventions;
- Take photographs, and develop web articles, videos, and infographics to capture the BERANI programme key results and accomplishments, including develop detailed concepts, storyboards, and scripts for infographics, web articles and videos, list of stakeholders to be interviewed and the implementing partners to work with in the fields (will be determined by UNFPA) as well as interview question lists in consultation with UNFPA;
- Create a timeline for development of all the products as well as interviews with the BERANI programme implementing partners and beneficiaries over the course, from **November 2022 to February 2023**;
- Conduct interviews with key stakeholders to provide the basis for the production of video material, human stories articles, social media, infographics and photography on the programme;
- Retain and submit the original/unedited interview recordings in the forms of video/audio clips and the interview transcripts;
- Incorporate Bahasa Indonesia and English subtitles into the videos;
- In relation to copyrights, provide official statements that all materials or documents resulting from this consultation services will be the properties of UNFPA; and
- Travel for gathering the materials needed to develop the products to the BERANI programme implementation areas as stated in table 1.

**Outputs and deliverables:**

The selected company will visit 7 (seven) areas (please see table 1: one out of seven areas that is Sleman and Kulonprogo, DI Yogyakarta will be confirmed upon bidder selection) to produce below deliverables that capture the programme’s action, human stories, and impacts through the eyes of stakeholders (frontline workers, community leaders and members, beneficiaries, etc) in the following products:

1. Editorial-quality and all raw photographs (for details, please see section D and table 2).
2. 8 human stories in the form of web articles (for details, please see section E and table 3).
3. 1 booklet (for details, please see section F and table 4).
4. 10 videos, which are five “5-minute long documentary” videos and five “1-minute long Instagram reel” videos (for details, please see section G and table 5).
5. 7 social media carousels with 10 slides for each carousel (for details, please see section H and table 6).
6. 5 infographics (for details, please see section I and table 7).

**Table 1. List of topics, activities and outputs based on location**

No.	Area	Topics	Activities	Outputs from Travel
1.	Banda Aceh, Aceh	1. Teacher’s experience in delivering CSE	<ol style="list-style-type: none"> <li>1. Gathering video footage on the CSE and people interviewed</li> <li>2. Taking photographs of the CSE activities and people interviewed</li> <li>3. Interviewing 5 persons (1 District Health Office, 1 District Education Office, 2 teachers, 1 Student)</li> </ol>	<ul style="list-style-type: none"> <li>● Video footages (A-roll and B-roll)</li> <li>● Edited and raw photographs</li> <li>● Interview transcripts for human stories/web articles</li> </ul>
2.	Jakarta Pusat, Selatan and Timur	1. Teacher’s experience in delivering CSE	<ol style="list-style-type: none"> <li>1. Gathering video footage on the CSE and people interviewed</li> <li>2. Taking photographs of the CSE activities and people interviewed</li> <li>3. Interviewing 5 persons (1 Ministry of Health, 1 Ministry of Education, 2 teachers, 1 Student)</li> </ol>	<ul style="list-style-type: none"> <li>● Video footages (A-roll and B-roll)</li> <li>● Edited and raw photographs</li> <li>● Interview transcripts for human stories/web articles</li> </ul>

		<p>2. Youth participation in ASRH information and services</p>	<ol style="list-style-type: none"> <li>1. Gathering video footage on the CSE and people interviewed</li> <li>2. Taking photographs of the CSE activities and people interviewed</li> <li>3. Interviewing 2 persons (2 youth content creators)</li> </ol>	<ul style="list-style-type: none"> <li>● Video footages (A-roll and B-roll)</li> <li>● Edited and raw photographs</li> <li>● Interview transcripts for human stories/web articles</li> </ul>
		<p>3. FP2030 (interview with FP2030 focal points)</p>	<ol style="list-style-type: none"> <li>1. Gathering video footage on the FP2030 and people interviewed</li> <li>2. Taking photographs of the FP2030 champions and people interviewed</li> <li>3. Interviewing 5 persons (FP2030 focal points/CSO)</li> </ol>	<ul style="list-style-type: none"> <li>● Video footages (A-roll and B-roll)</li> <li>● Edited and raw photographs</li> <li>● Interview transcripts for human stories/web articles</li> </ul>
		<p>4. Midwifery - CoEs (interview with MoH and PPIBI); and supervision and coaching (supervisors and supervisees)</p>	<ol style="list-style-type: none"> <li>1. Gathering video footage on the Center of Excellence (CoE) with MoH, PPIBI and people interviewed, including supervisors and supervisees</li> <li>2. Gathering video footage on the supervision and coaching programme with PPIBI, IBI DKI Jakarta and Jakarta Pusat branches and people interviewed</li> <li>3. Taking photographs of the people interviewed</li> <li>4. Interviewing 8 persons (2 MoH, 2 PPIBI, 2 supervisors and 2 supervisees).</li> </ol>	<ul style="list-style-type: none"> <li>● Video footages (A-roll and B-roll)</li> <li>● Edited and raw photographs</li> <li>● Interview transcripts for human stories/web articles</li> </ul>
		<p>5. GBV Health Sector Response</p>	<ol style="list-style-type: none"> <li>1. Gathering video footage on the GBV Health Sector Response and people interviewed</li> <li>2. Taking photographs of the people interviewed</li> <li>3. Interviewing 2 persons (1 MoH, 1 national facilitators)</li> </ol>	<ul style="list-style-type: none"> <li>● Video footages (A-roll and B-roll)</li> <li>● Edited and raw photographs</li> <li>● Interview transcripts</li> </ul>

				for human stories/web articles
		6. FGM Prevention	<ol style="list-style-type: none"> <li>1. Gathering video footage on the FGM works and people interviewed</li> <li>2. Taking photographs of the people interviewed</li> <li>3. Interviewing 9 persons (1 Alimat, 2 Majelis KUPI, 1 MOH, 2 MOWECP, 1 NCVAW, 1 IBI, 1 Youth focal point)</li> </ol>	<ul style="list-style-type: none"> <li>● Video footages (A-roll and B-roll)</li> <li>● Edited and raw photographs</li> <li>● Interview transcripts for human stories/web articles</li> </ul>
		7. Strengthening GBV Service Provider during Pandemic (UPTD PPA)	<ol style="list-style-type: none"> <li>1. Gathering video footage on the GBV service provider and people interviewed</li> <li>2. Taking photographs of the people interviewed</li> <li>3. Interviewing 7 persons (2 MOWECP, 1 POWECP, 2 P2TP2A Jakarta, 1 Bappenas, 1 FPL)</li> </ol>	<ul style="list-style-type: none"> <li>● Video footages (A-roll and B-roll)</li> <li>● Edited and raw photographs</li> <li>● Interview transcripts for human stories/web articles</li> </ul>
3.	Kota Bekasi, West Java	1. Midwifery - Centre of Excellence (CoE) school (Poltekkes Jakarta 3)	<ol style="list-style-type: none"> <li>1. Gathering video footage on the Center of Excellence (CoE) and people interviewed</li> <li>2. Taking photographs of the CoE and people interviewed</li> <li>3. Interviewing 5 persons (2 lecturers, 1 official, 2 students).</li> </ol>	<ul style="list-style-type: none"> <li>● Video footages (A-roll and B-roll)</li> <li>● Edited and raw photographs</li> <li>● Interview transcripts for human stories/web articles</li> </ul>
4.	Sleman and Kulonprogo, DI Yogyakarta (visit	1. Youth participation in ASRH	1. Gathering video footage on Youth participation in ASRH information and services and	<ul style="list-style-type: none"> <li>● Video footages (A-roll and B-roll)</li> <li>● Edited and raw</li> </ul>

	to this area will be confirmed upon bidder selection)	information and services	<ol style="list-style-type: none"> <li>2. Taking photographs of the Youth participation in ASRH information and services and people interviewed</li> <li>3. Interviewing 8 persons (2 health care providers, 2 teachers, 2 young people, 2 government representatives)</li> </ol>	<p>photographs</p> <ul style="list-style-type: none"> <li>● Interview transcripts for human stories/web articles</li> </ul>
		2. Midwifery - Centre of Excellence (CoE) school Poltekkes Yogyakarta	<ol style="list-style-type: none"> <li>1. Gathering video footage on the Center of Excellence (CoE) and people interviewed</li> <li>2. Taking photographs of the CoE and people interviewed</li> <li>3. Interviewing 5 persons (2 lecturers, 1 official, 2 students).</li> </ol>	<ul style="list-style-type: none"> <li>● Video footages (A-roll and B-roll)</li> <li>● Edited and raw photographs</li> <li>● Interview transcripts for human stories/web articles</li> </ul>
5.	Surabaya, East Java	Midwifery - CoE UNAIR and Supervision and Coaching with supervisors and supervisees	<ol style="list-style-type: none"> <li>1. Gathering video footage on the Center of Excellence (CoE) and people interviewed, including supervisors and supervisees</li> <li>2. Taking photographs of the CoE and people interviewed</li> <li>3. Interviewing 5 persons from UNAIR (2 lecturers, 1 official, 2 students), 2 supervisors and 2 supervisees.</li> </ol>	<ul style="list-style-type: none"> <li>● Video footages (A-roll and B-roll)</li> <li>● Edited and raw photographs</li> <li>● Interview transcripts for human stories/web articles</li> </ul>
6.	Denpasar and Bangli, Bali	1. Teacher's experience in delivering CSE	<ol style="list-style-type: none"> <li>1. Gathering video footage on the CSE and people interviewed</li> <li>2. Taking photographs of the CSE activities and people interviewed</li> <li>3. Interviewing 5 persons (1 District Health Office, 1 District Education Office, 2 teachers, 1 Student)</li> </ol>	<ul style="list-style-type: none"> <li>● Video footages (A-roll and B-roll)</li> <li>● Edited and raw photographs</li> <li>● Interview transcripts for human stories/web articles</li> </ul>
		2. Youth participation in ASRH information	<ol style="list-style-type: none"> <li>1. Gathering video footage on the CSE and people interviewed</li> <li>2. Taking photographs of the CSE activities and people</li> </ol>	<ul style="list-style-type: none"> <li>● Video footages (A-roll and B-roll)</li> <li>● Edited and raw photographs</li> </ul>

		and services	interviewed 3. Interviewing 2 persons (2 youth content creators)	<ul style="list-style-type: none"> <li>• Interview transcripts for human stories/web articles</li> </ul>
7.	Kendari, South east Sulawesi	1. FGM prevention	<ol style="list-style-type: none"> <li>1. Gathering video footage on FGM prevention and people interviewed</li> <li>2. Taking photographs of FGM prevention and people interviewed</li> <li>3. Interviewing 2 persons (KUPI network)</li> </ol>	<ul style="list-style-type: none"> <li>• Video footages (A-roll and B-roll)</li> <li>• Edited and raw photographs</li> <li>• Interview transcripts for human stories/web articles</li> </ul>

#### Details on Photographs Production

Photographs requirements:

1. Format: JPEG, both landscape and portrait angles are preferred
2. Resolution: 72-300 dpi, please try to have the file compressed to maximum 5 MB
3. Support RGB or CMYK colour mode
4. No watermark and no identity in any form
5. Try as much as possible to highlight the logo of UNFPA and GAC in the capture

**Table 2. Details on Photographs Production**

No	Subject	Qty	Description
1	Interviewees	A minimum 5 edited and 10 raw photos/person	Photos of the interviewees taken during the travels
2	Project activities	A minimum of 10 edited and 50 raw photos per activity (per point per area in table 1)	SRH, Youth and GBV intervention Photos taken during the travels
3	Project locations (photos of cities, people, environment, atmosphere)	A minimum of 20 edited and 50 raw photos per location	Photos taken during the travels and interviews

### Details on Web Articles

**Table 3. Details on Web Articles**

No	Area/Topic	Qty	Description
1	Sexual and Reproductive Health	3	3 human stories web articles of 1,000 words in English on the topics of <ol style="list-style-type: none"> <li>1. Midwives practices - supervision and coaching</li> <li>2. Midwifery education - midwifery CoE schools</li> <li>3. FP2030: What's next after the commitment's launched?</li> </ol>
2	Adolescent and Youth	2	2 human stories web articles of 1,000 words in English on the topics of: <ol style="list-style-type: none"> <li>1. Teacher's experience in delivering CSE</li> <li>2. Youth participation in ASRH information and services</li> </ol>
3	Gender-based Violence	3	3 human stories/web articles of 1,000 words in English on the following topics: <ol style="list-style-type: none"> <li>1. GBV health sector response</li> <li>2. gender transformative approach in north lombok</li> <li>3. FGM/C - KUPI (women ulema)</li> </ol>

### Details on Booklet

**Table 4. Details on Booklet**

No	Area/Topic	Qty	Description
1	BERANI Project Overall	1	A booklet highlights key results, success stories, lessons learned, best practices, and testimonies

### Details on Video Production

Video requirements:

1. Language: Bahasa Indonesia
2. Subtitle: Indonesian and English
3. Target audience: donors, partners, supporters (social media fans/followers)
4. Video dimensions and resolution: 1920x1080px, 60 fps, HD
5. Instagram Reel video dimensions 1080x1920px
6. For Youtube and Social Media, the format: MP4 (Please try to have the file compressed to minimal size but keep the high quality)



**Table 5. Details on Video Production**

No	Area/Topic	Qty	Description
1	Project overall	2	<ol style="list-style-type: none"> <li>One 5-minute long documentary video, “project closing video”, that highlights key results, success stories, lessons learned, best practices, and testimonies using footage from table 1.</li> <li>One 1-minute long Instagram reel video that captures the highlights of the video above</li> </ol>
2	Sexual and Reproductive Health	4	<ol style="list-style-type: none"> <li>One 5-minute documentary/human story video on Midwifery Centres of Excellence (CoE)</li> <li>One 5-minute documentary/ human story video on midwifery Supervision and Coaching</li> <li>One 1-minute long Instagram reel video that captures the highlights of both videos above</li> <li>One 2-minute video on FP2030 Commitment: What’s next after the commitment’s launch?</li> </ol>
3	Adolescent Reproductive Health	3	<ol style="list-style-type: none"> <li>One 5-minute documentary/human story video on Comprehensive Sexuality Education (including DSE)</li> <li>One 5-minute documentary/human story video on Youth Participation to Access ASRH information and services (including DSE)</li> <li>One 1-minute documentary video on Comprehensive Sexuality Education (including DSE)</li> </ol>
4	Gender-based Violence	1	<ol style="list-style-type: none"> <li>One 1-minute animation video on GBV and harmful practices, including gender transformative approach</li> </ol>

**Details on social media carousels**

Social media carousels requirements:

- Format: JPEG/PNG
- Instagram feed:
  - 1080 x 1080px (Square)
  - 1080 x 608px (Landscape)
  - 1080 x 1350px (Portrait)
- Instagram Story:
  - 1080 x 1920px
- Facebook:
  - 1080 x 1080px
- Twitter:
  - 1600 x 900px, 5MB Max
- The color palette must refer to UNFPA Color Palette Guidance provided in Annex II.

**Table 6. Details on social media carousels**

No	Subject	Qty
1	Carousel with 10 slides on CoE	1
2	Carousel with 10 slides on Midwifery supervision and coaching	1
3	Carousel with 10 slides on Youth participation in ASRH information and services	1
4	Carousel with 10 slides on Teacher’s experience in delivering CSE	1
5	Carousel with 10 slides on GBV	1
6	Carousel with 10 slides on FGM	1
7	Carousel with 10 slides on Gender Transformative approach	1

**Details on Infographic**

Infographic requirements

1. For digital/print: A4-size, high resolution PNG, JPEG and PDF format
2. For social media:
  - a. Format: JPEG/PNG
  - b. Instagram story: 1080 x 1920 pixels
  - c. Instagram feed:
    - 1080 x 1080px (Square)
    - 1080 x 608px (Landscape)
    - 1080 x 1350px (Portrait)
  - a. Facebook: 1080 x 1080px
  - b. Twitter: 1600 x 900px, 5MB Max
3. The color palette must refer to UNFPA Color Palette Guidance provided in Annex II.

**Table 7. Details on Layout and Design for Infographics**

No	Subject	Qty
1	One infographic, 2 pages A4-size, displaying the overview of BERANI programme key achievements (objectives, activities, stakeholders, results)	1



2	One infographic, 1 page A4-size, displaying midwifery key achievements: rationale on midwives - maternal health, CoE, and supervision and coaching	1
3	One infographic, 1 page A4-size, displaying FP2030, country profile on FP situation in Indonesia, list of FP2030 commitment and activities	1
4	One infographic, 1 page A4-size, displaying teacher's experience in delivering CSE key achievements for (list of stakeholders, list of schools/area, list of the modules, number of trained teachers/ year)	1
5	One infographic, 1 page A4-size, displaying GBV and harmful practices, including key achievement from GBV health sector response, FGM/C, child marriage, gender transformative approach	1

The selected company will work under the supervision of UNFPA Indonesia Communications Analyst in accordance with the UNFPA standards, rules and procedures, with support from the Strategic Partnerships and Resource Mobilization Specialist, Reproductive Health specialist, Maternal Health Programme Analyst, Youth and ASRH Programme Analyst, ASRH and Human Rights Officer, Gender Specialist, and Male Involvement Officer. UNFPA will brief and guide the multimedia company about the main messages to be used in the videos in accordance with the standards, norms and procedures of UNFPA and implementing partners.

The selected company should comply with UNFPA's ethics and visibility rules while preparing the documents, implementing the activities, and particularly seeking and incorporating ideas, topics, and opinions in the process. The company will use their own equipment and materials and is expected to maintain regular contact with UNFPA through meetings and other methods of communications to ensure all expectations are met.

All photographs, filmed materials, interview transcripts, web articles, unedited footage and final production materials are the sole ownership of UNFPA. Other parties may only use any and all parts of this footage only after receiving written permission from UNFPA.

All deliverables will be produced in English and in Bahasa Indonesia. The videos will have Bahasa Indonesia and English subtitles, and Indonesian sign language. The infographics, photography, web articles, and video deliverables will be provided in digital formats. The final version of the videos should be submitted in 2 sets; a) high quality and b) compressed quality for uploading and sharing on various online platforms.

All outputs will be reviewed by a panel consisting of BERANI coordinator, Communication Analyst, Reproductive Health Specialist, Maternal Health Programme Analyst, ASRH Programme Analyst, ASRH and Human Rights Officer, Gender Specialist, and Male Involvement Officer, and an Officer from Global Affairs Canada. Outputs are considered final only after explicitly approved by UNFPA. UNFPA reserves the rights to request edits and changes to any aspect of the production process as they see fit.



### Timing / Schedule

The engagement shall commence immediately upon awarding of contract with a duration from November 2022 to February 2023. Payment will be made upon the completion and submission of deliverables according to the following milestones:

No	Milestones/Deliverables	Expected Timeline*	Terms of Payment
1	Work plan to produce deliverables	11 Nov 2022	
2	Draft of all types of communication materials from min. 1 site/location	9 Dec 2022	
3	Draft of all types of communication materials from min. 5 sites/locations	13 Jan 2023	40%
4	Draft of all types of communication materials from all sites/locations	27 Jan 2023	
5	Final deliverables	24 Feb 2023	60%

*\*to be further discussed and agreed during briefing meeting with the selected company*

### Qualifications, Background and Experience

The company is required to have the following qualifications:

1. Minimum 3 years professional experience in areas of creative multimedia production. Previous experience working in the area of journalism is desirable.
2. Has similar experience in developing results-oriented communication products and materials for the public or private enterprises. Previous or similar assignment with a UN agency and/ or the Government of Canada in Indonesia is desirable.
3. Has substantial experience engaging with and collaborating with government, civil society and human rights stakeholders.
4. The personnel and/or team assigned must have the following qualifications:
  - a. High level technical/professional expertise and creativity.
  - b. Strong knowledge of English, including the ability to present clearly and concisely ideas and concepts in written and oral form.
  - c. Strong knowledge of Bahasa Indonesia, in order to conduct the interviews with key stakeholders.



## 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>ids.bids@unfpa.org</i>

The deadline for submission of questions is **Thursday, October 13<sup>th</sup> 2022 at 23:59 Jakarta Time<sup>1</sup>**. 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](#).

## 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:
- the company's background, experience and the range of services offered by the company.
  - a portfolio with links to previous works done (minimum 2 (two) previous works). The portfolio should demonstrate creativity of the company in designing a range of documents for different platforms, for various audiences, including for children and adults of different ages, background and ethnicity. Likewise, two samples of past video productions and human-interest story articles directly designed and produced should also be provided with links to access those videos and articles.
  - The curriculum vitae of team leader and/or team members to be assigned.

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



- b) Price quotation form strictly in accordance to the format provided, duly completed and signed.
- c) Company profile.
- d) Company registration certificate.
- e) List and value of similar projects performed for the last three (3) years plus client's contact details who may be contacted for further information on those contracts.
- f) Written Self-Declaration of not being included in the UN Security Council list and other UN Ineligibility List.

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 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: **Thursday, October 20<sup>th</sup> 2022 at 23:59 Jakarta Time<sup>2</sup>.**

Name of contact person at UNFPA:	<i>Ms. Ira Novita</i>
Email address of contact person:	<i>indn.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/22/016 - [Company name], Technical Bid
  - UNFPA/IDN/RFQ/22/016 - [Company 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

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



**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] × [C] = [D] Total Points
Overall response / clarity of proposal				
Understanding of scope, objectives and completeness of response	100		5%	
Experience & Key Personnel				
Team leader/team members with relevant experience, qualifications	100		10%	
Range and depth of experience with similar projects as reflected in the portfolio with samples of work or links to multimedia materials previously done.	100		15%	
Number of customers including the UN, size of projects, number of staff per project	100		5%	
Methodology and approach				
Proposed work plan and approach of implementation of the task as per TORs	100		20%	
Implementation strategies, monitoring & evaluation, quality control mechanism	100		10%	



Innovation approach	100		5%	
<i>Grand Total All Criteria</i>				

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 100, 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 100 (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.

Total score = Total Technical score + (30% x 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](#).



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

**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, Ms. Anjali Sen 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, Supply Chain management Unit at [procurement@unfpa.org](mailto:procurement@unfpa.org).

**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

<b>Name of Bidder:</b>	[insert name of company]
<b>Date of the quotation: Request for quotation N<sup>o</sup>:</b>	[insert quotation date] UNFPA/IDN/RFQ/22/016
<b>Currency of quotation:</b>	IDR
<b>Validity of quotation:</b> <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:**

One out of seven areas to be visited that is Sleman and Kulonprogo, DI Yogyakarta is yet to be confirmed, therefore bidder to provide 2 offers:

1. 7 areas (include Sleman and Kulonprogo, DI Yogyakarta)
2. 6 areas (not include Sleman and Kulonprogo, DI Yogyakarta)

Upon bidder selection, one of the offer will be decided and informed to the selected bidder.



**Offer 1 (include Sleman and Kulonprogo, DI Yogyakarta):**

Item Description	UOM	Qty	Unit Cost (IDR)	Total Cost (IDR)
<b>1. Professional Fees (for the production of knowledge products)</b>				
Videos	package	10	[insert unit cost]	[insert total cost]
Photographs	package	1	[insert unit cost]	[insert total cost]
Human stories	package	8	[insert unit cost]	[insert total cost]
Booklet	package	1	[insert unit cost]	[insert total cost]
Social media carrousel	package	7	[insert unit cost]	[insert total cost]
Infographic	package	5	[insert unit cost]	[insert total cost]
<i>Total Professional Fees</i>				[insert total cost]
<b>2. Travel and Accommodation Costs</b>				
Central Jakarta, South Jakarta and East Jakarta	package	1	[insert unit cost]	[insert total cost]
Kota Bekasi	package	1	[insert unit cost]	[insert total cost]
Surabaya, East Java	package	1	[insert unit cost]	[insert total cost]
Sleman and Kulonprogo, DI Yogyakarta	package	1	[insert unit cost]	[insert total cost]
Kendari, South east Sulawesi	package	1	[insert unit cost]	[insert total cost]
Banda Aceh	package	1	[insert unit cost]	[insert total cost]
Denpasar and Bangli, Bali	package	1	[insert unit cost]	[insert total cost]
<i>Total Travel and Accommodation Costs</i>				[insert total cost]
<b>Total Contract Price</b> <i>(Professional Fees + Travel and Accommodation Costs)</i>				[insert total cost]



**Offer 2 (NOT include Sleman and Kulonprogo, DI Yogyakarta):**

Item Description	UOM	Qty	Unit Cost (IDR)	Total Cost (IDR)
<b>1. Professional Fees (for the production of knowledge products)</b>				
Videos	package	10	[insert unit cost]	[insert total cost]
Photographs	package	1	[insert unit cost]	[insert total cost]
Human stories	package	8	[insert unit cost]	[insert total cost]
Booklet	package	1	[insert unit cost]	[insert total cost]
Social media carrousel	package	7	[insert unit cost]	[insert total cost]
Infographic	package	5	[insert unit cost]	[insert total cost]
<i>Total Professional Fees</i>				[insert total cost]
<b>2. Travel and Accommodation Costs</b>				
Central Jakarta, South Jakarta and East Jakarta	package	1	[insert unit cost]	[insert total cost]
Kota Bekasi	package	1	[insert unit cost]	[insert total cost]
Surabaya, East Java	package	1	[insert unit cost]	[insert total cost]
Kendari, South east Sulawesi	package	1	[insert unit cost]	[insert total cost]
Banda Aceh	package	1	[insert unit cost]	[insert total cost]
Denpasar and Bangli, Bali	package	1	[insert unit cost]	[insert total cost]
<i>Total Travel and Accommodation Costs</i>				[insert total cost]
<b><i>Total Contract Price</i></b> <i>(Professional Fees + Travel and Accommodation Costs)</i>				[insert total cost]



**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/22/016 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



United Nations Population Fund  
7<sup>th</sup> floor Menara Thamrin  
Jl. MH Thamrin Kav.3, Jakarta 10250  
E-mail: [ind.bids@unfpa.org](mailto:ind.bids@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: UNFPA Color Palette

### PRIMARY COLOUR PALETTE



UNFPA Orange



UNFPA Blue

PMS 542 Uncoated/Coated  
 C=70 M=70 Y=0 K=0  
 R=0 G=30 B=0

### SECONDARY COLOUR PALETTE



PMS 7409  
 C=0 M=30 Y=96 K=0  
 R=253 G=185 B=33



PMS 292  
 C=49 M=11 Y=0 K=0  
 R=121 G=189 B=232



PMS 454  
 C=8 M=5 Y=17 K=0  
 R=230 G=229 B=214



PMS 1545  
 C=70 M=90 Y=100 K=30  
 R=90 G=50 B=40

### ACCENT COLOUR PALETTE



PMS 7408  
 C=0 M=25 Y=95 K=0  
 R=255 G=195 B=34



PMS 2925  
 C=80 M=25 Y=0 K=0  
 R=5 G=145 B=199



PMS 631  
 C=54 M=0 Y=10 K=5  
 R=110 G=196 B=215



PMS 376  
 C=60 M=0 Y=100 K=0  
 R=114 G=191 B=68



PMS 225  
 C=0 M=85 Y=0 K=0  
 R=235 G=83 B=158



PMS Warm red  
 C=0 M=75 Y=90 K=0  
 R=242 G=101 B=49



PMS 630  
 C=42 M=0 Y=12 K=0  
 R=126 G=208 B=224



PMS 382  
 C=30 M=0 Y=100 K=0  
 R=193 G=216 B=47