



Date: 3 July 2023

REQUEST FOR QUOTATION RFQ N^o UNFPA/IDN/RFQ/23/007

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Development of a Dashboard for the Monitoring of the National Action Plan on Adolescent Wellbeing”

UNFPA requires the provision of a dashboard that will be used as a platform to support further analysis of the adolescents’ well-being to inform policies and programmes, serve as the central pillar for data generation and streamlining the monitoring of activities implemented by different ministries in a coordinated and synchronized manner.

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](#)

Service Requirements / Terms of Reference (TOR)

Background Information

Under the 10th Country Programme, UNFPA has committed to the Government in Indonesia in supporting the empowerment of adolescent and youth, particularly girls through the provision of data and evidence on adolescent and youth development and implementation of national policies related to adolescent and youth development and wellbeing. In 2022, UNFPA supported Ministry of Health (MoH) and Coordinating Ministry for Human Development and Culture (KemenkoPMK) developed the National Action Plan for the Adolescent Wellbeing of School-Aged Children and Adolescents (RAN PIJAR). The RAN PIJAR was developed with intense consultation and endorsement from 20 ministries covering a range of sectors (including health, education, social, employment, etc), and was endorsed and launched as the Coordinating Ministry Regulation Number 1 of the Year 2022.

KemenkoPMK as the leading ministry for the RAN PIJAR implementation, has identified around 90 indicators concerning 19 line ministries as well as the local governments. A dashboard that allows reporting and monitoring of the progress by relevant stakeholders both at national and sub-national levels is deemed



necessary. The dashboard also can be used as a platform to support further analysis of the adolescents' well-being to inform policies and programmes.

The dashboard will serve as the central pillar for data generation and streamlining the monitoring of activities implemented by different ministries in a coordinated and synchronised manner. Synchronised and collective monitoring would allow for an agile understanding of the context, identify gaps in implementing the plan and allow for collaborative corrective actions.

Given this important need, UNFPA seeks to work with a company/institution to develop a dashboard for monitoring the RAN PIJAR implementation and visually represents updated data to reflect the current state of adolescent well-being

Scope of the service

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

- Review existing government digital infrastructure to understand the requirement and restrictions for integration of the 'Adolescent Wellbeing Monitoring' digital platform to the KemenkoPMK Office webpage. Additionally, analyze the data system for identifying entry points for linkage with the overall indicators of the RAN PIJAR monitoring platform that will be developed within the Office of Kemenko PMK's webpage.
- Identify existing dashboards and systems owned by other Ministry or Government institutions and explore the possibility of data interaction between the platforms using API or web services, to avoid duplicative efforts in completing dashboard data or inconsistencies across the different dashboards.
- Develop a work plan clearly outlining the frame and steps that need to be undertaken to operationalize the platform. The work plan should be agreed upon with all relevant stakeholders prior to its implementation to ensure any type of agreement is put in place to allow for data sharing and connection between the different sources.
- Develop the 'Adolescent Wellbeing Monitoring' platform in coordination with all stakeholders involved, develop and agree on the structure of the platform including how sources will be connected for regular updates, key indicators to be presented, and structuring of narrative reporting to include implementation of RAN PIJAR.
- Prior to full development, perform relevant tests to ensure the platform's proper functioning, specifically in the context of data sharing between different sources.
- Content which will be prepared by the KemenkoPMK and the links to indicators should be fully reflected in the platform and become operationalized.
- Capacity building of the relevant staff in KemenkoPMK and relevant ministries, for regular maintenance and updates to the dashboard.

Deliverable (submitted in electronic copy):

A functional dashboard for the monitoring of the RAN PIJAR, which visually represents updated data to reflect the current state of adolescent well-being. The dashboard will be hosted within the KemenkoPMK. The dashboard should be built based on the same domain and software architecture and follow the government's data protection and other standards.



General requirements:

- a) A functional dashboard for the monitoring of the RAN PIJAR
- b) A manual book including the source code to maintain and update the dashboard
- c) Training for user and admin of the dashboard

Methodology:

Based on the agreement between the KemenkoPMK and the Ministry of Health, the dashboard will be developed primarily based on indicators and recent official data sources stated in the RAN PIJAR. Interlinkages with other official online Government data sources and dashboards are highly desired. With support from UNFPA, KemenkoPMK will lead and coordinate the dashboard development process, including organizing technical meetings and endorsing the dashboard.

The selected company/institution may be required to travel to Jakarta. The selected company/institution will have to consult intensively with UNFPA and KemenkoPMK in order to deliberate the content, structure, and dataset in the development of the expected deliverable.

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

With the support from UNFPA, KemenkoPMK will organize consultative meetings and training with government institutions, NGOs, and youth networks - will be funded by the KemenkoPMK and MoH with support from UNFPA.

KemenkoPMK, in collaboration with MoH and other related ministries, will provide the data for the dashboard. The methodology in organizing the meetings and training will be in consultation with the selected company/institution.

Document that should be used as references:

[\[Decree of the Coordinating Minister for Human Development and Culture is number 1 of 2022 on the National Action Plan on Adolescent Wellbeing\]](#)

Timing / Schedule

The assignment shall commence immediately upon awarding of contract with a duration from August 2023 to May 2024 (the company/institution to propose the total number of working days and a detailed work plan in the proposal). 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	Development of the planning document that include a review of the existing dashboard infrastructure within the KemenkoPMK, identification	Planning document	31 Aug 2023	

	of other dashboards and online data sources and mechanisms for data transfer, the outline of the requirements for every step and elements of the dashboard and timetable detailing tasks and their steps			
2	- Proposing options for the development of the dashboard; - Development of conceptual architecture of the dashboard platform that include the creation of a sitemap, the visual style, software application, integration of the dashboard in the digital platform and link of the dashboard to the data source	Conceptual architecture document	14 Sep 2023	20%
3	Development of the dashboard (including coordination meetings with relevant stakeholders with their data sources) based on the finalized and approved conceptual architecture, with key data and indicators presented visually as presented in the approved conceptual architecture linked to the data source for data update.	Draft dashboard	30 Oct 2023	20%
4	User Acceptance Test	Final dashboard	5 Dec 2023	
5	- Training of the relevant staff in KemenkoPMK for regular maintenance and updates to the dashboard - Transferring ownership and the source code. The control of the dashboard will be transferred to the KemenkoPMK.	Training conducted (2 days)	15 Jan 2024	50%
		Manual book including the source code		
3	Maintenance period	Final report	1 May 2024	10%

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



UNFPA reserves the right to withhold all or a portion of payment if performance is unsatisfactory if work/ outputs is incomplete, not delivered or for failure to meet deadlines. The performance of the company/institution will be evaluated against the set of standard indicators such as: whether all goals outlined in the ToR are met, whether deadlines established by ToR are met, technical and professional competence demonstrated, quality/ quantity of work and deliverables, demonstrated initiative, responsibility, work relations, and communication. The selected institution will be governed by and subject to UNFPA's General Terms and Conditions for the institutional contract.

Qualifications, Background and Experience

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

1. Has minimum 5 years of professional work experience in technology-related projects – proven with a portfolio of projects;
2. Has excellent knowledge of recent trends in web page development, visual data presentation, dashboard development, utilization of the data programmes and software and similar products/ process related to this consultancy;
3. Has excellent technical understanding and familiarity with the information management systems, including the understanding of the government digital network and regulation;
4. Has Experience with project or consulting contracts with an International Organization, such as the UN or World Bank or similar entities), proven by a copy of the contract (a copy of the contract to be attached with the application pack);
5. Experience in developing of similar dashboard hosted on government webpages that are operational are an advantage;
6. Familiarity working with young people, government, universities, professional organizations and CSOs.
7. Available to facilitate consultative meetings that are mostly and frequently conducted in Jakarta, between July 2023 to March 2024.
8. Requirements of the personnel and/or team assigned:
 - a. consists of at least a team leader, a business analyst¹ and a stack developer² that will be dedicated to the work.
 - b. The team leader has an Advanced degree (Master of Science) in information technology or computer engineering from an accredited academic institution (a copy of the diploma to be attached with the application pack)
 - c. Roles and responsibilities of each individual should be clearly defined, including the identification of the designated team leader. The team leader will be responsible for the deliverable and will coordinate the work of all other team members during all phases of the assignment, ensuring the quality, methodology as well as timely completion of the deliverable.
 - d. Team leader must have excellent verbal and written communication in English.
 - e. Excellent communication abilities, in both written and oral forms.

¹ A business analyst is a person who is in charge for data visualization and analysis tool that displays on one screen the status of key performance indicators (KPIs) and other important business metrics and data points for an organization, department, team or process.

² A stack developer is a developer or engineer who can build both the front end and the back end of a website



- f. Demonstrated ability and experience in coordination, and able to work under pressure

II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

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

Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested services and have legal capacity to enter into a contract with UNFPA to perform in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

IV. Content of quotations

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid & Declaration Form **separately** from their Financial Bid containing the price information. Each envelope shall consist of a single email whenever possible, depending on file size.

- a) Technical proposal, in response to the requirements outlined in the service requirements / TOR, which contains:
- Company legal documents and company profile stating the company's background, structure, experience (networking capacity) and the range of services offered by the company.
 - Proposed approach/ methodology incl. standard methodology, workflow, implementation plan, quality control, time management, and progress report schedule
 - The curriculum vitae of team leader and/or team members to be assigned.
- b) Signed Declaration Form, to be submitted strictly in accordance with the document.
- c) Price quotation form strictly in accordance to the format provided, duly completed and signed.

All parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.



V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section 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: **Monday, July 17th 2022 at 23:59 Jakarta Time³.**

Name of contact person at UNFPA:	<i>Ms. Ira Novita</i>
Email address of contact person:	<i>ind.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/23/007 - [Company name], Technical Bid
 - UNFPA/IDN/RFQ/23/007 - [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.

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.

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

Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Technical proposal: <ul style="list-style-type: none"> level of understanding of the scope and objectives of the project proposed technical approach/ methodology, includes workflow, implementation plan (how the institution will undertake each task in the TOR), quality control, time management, and progress report schedule and status reviews (with UNFPA and KemenkoPMK). also includes work plan / time scales given in the proposal and its adequacy to meet the project objectives 	100		30%	
Profile of the company and relevance to the Project: <ul style="list-style-type: none"> Institutional structure Specific experience and expertise relevant to the assignment Range and depth of organizational experience with similar projects the networking capacity Number of customers, size of projects, client references Samples of previous work 	100		20%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes: <ul style="list-style-type: none"> Key personnel: relevant experience and qualifications of the proposed team for the assignment (meet the requirements stated in the TOR 	100		20%	



section: Requirements of the personnel and/or team assigned) • CVs of staff will be employed to the project				
<i>Total Technical Score</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 30, which will be allocated to the lowest total price provided in the quotation. All other price quotes will receive points in inverse proportion according to the following formula:

Financial score =	Lowest quote (IDR)	X 30 (Maximum score)
	Quote being scored (IDR)	

Total score

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.



Total score = Total Technical score + Financial score

VII. Award Criteria

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

VIII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions

IX. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract

X. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

XI. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XII. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Representative, Ms. Anjali Sen at indonesia.office@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA



United Nations Population Fund
7th floor Menara Thamrin
Jl. MH Thamrin Kav.3, Jakarta 10250
E-mail: indn.bids@unfpa.org
Website: indonesia.unfpa.org

Representative, the supplier may contact the Chief, Supply Chain management Unit at 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

Name of Bidder:	[insert name of company]
Date of the quotation: Request for quotation N^o:	[insert quotation date] UNFPA/IDN/RFQ/23/007
Currency of quotation:	IDR
Validity of quotation: <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	[insert quotation validity date]

- The bidder is expected to submit realistic and competitive itemized cost estimates in undertaking the project.
- The Price Quotation must provide a detailed cost breakdown for each item. The components comprising the total price must provide sufficient detail to allow UNFPA to determine compliance of offer with requirements as per Terms of Reference of this RFQ. The Bidder shall include a complete breakdown of the cost elements associated with each line item.
- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.
- In case of discrepancy between unit price and total price, the lower price shall prevail and the higher price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected.

TABLE 1: Price Offer:

Item Description	UOM	Qty	Unit Cost (IDR)	Total Cost (IDR)
1. Professional Fees	package	1	[insert unit cost]	[insert total cost]
2. Travel and Accommodation costs	package	1	[insert unit cost]	[insert total cost]
3. Operational costs	package	1	[insert unit cost]	[insert total cost]
Total Contract Price				[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/23/007 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

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



DECLARATION FROM

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

1.	The Company and its Management ⁴ have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>

⁴ "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (<i>creating a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (<i>being a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

Date:

Name and Title:



United Nations Population Fund
7th floor Menara Thamrin
Jl. MH Thamrin Kav.3, Jakarta 10250
E-mail: ind.bids@unfpa.org
Website: indonesia.unfpa.org

Name of the Company:

Postal Address:

Email:



United Nations Population Fund
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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](#)