



Date: 23 August 2023

## REQUEST FOR QUOTATION RFQ N<sup>o</sup> UNFPA/IDN/RFQ/23/010

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

### **“Development of Baseline for Women at Centre: Rising Up Against the Pandemic of Violence Against Women Programme”**

UNFPA requires the provision of service to conduct assessment to provide baseline for Women at Centre: Rising Up Against the Pandemic of Violence Against Women Programme. The assessment (collect data and analysis) for baseline for Takeda programme that covers 1) mapping GBV services that covers the unit, actors, entity, type of services and the extent of quality of GBV services; 2) conducting baseline on community perception towards GBV services, gender and social norms in community level.

#### **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**

The 2021 National Women’s Life Experience Survey has revealed that 1 in 4 women have experienced violence including intimate partner violence in their lifetime. Impact of GBV can result in physical injuries and emotional distress, sexually transmitted diseases and unwanted pregnancies. Responding to the severe cases and impact of GBV, UNFPA supports the Ministry of Women’s Empowerment and Child Protection to strengthen GBV services.

UNFPA Indonesia with the support of Takeda implements the Women at Centre: Rising up Against the Pandemic of Violence Against Women program to provide increased support to the survivors of gender-based violence through quality GBV case management in Indonesia. The program will contribute to the increased and sustained accessibility & availability of quality of services for survivors of GBV in four areas: Lombok Timur, Serang, Garut and Brebes.



Against the above-mentioned backdrop, UNFPA Indonesia is seeking for an institution to conduct assessment (collect data and analysis) for baseline for Takeda programme that covers 1) mapping GBV services that covers the unit, actors, entity, type of services and the extent of quality of GBV services; 2) conducting baseline on community perception towards GBV services, gender and social norms in community level.

### **Scope of the service**

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

1. Map the availability of the GBV services in four areas covering Lombok Timur, Serang, Garut and Brebes, that includes: the existing facilities, the service providers, the types of services, and available protocols for case management.
  - a. The assessment must be based on the GBV case management protocols issued by MOWECP and P2TP2A in four project locations while carefully examining the protocols in accordance with government and international standards of GBV service provision tools;
  - b. The assessment must engage and involve MOWECP as the leading agency of nationwide GBV service providers and case management system, DOWECP, P2TP2A and other relevant stakeholders in four project locations;
2. Develop methodologies for the assessment and production of baseline covering the methodology for mapping GBV services and community perception towards GBV services & gender and social norms;
3. Identify actors of the GBV service providers in four project areas involved in GBV case management and referral mechanism;
4. Field work for data collection;
5. Identify and establish reference groups consisting of stakeholders and experts in each project location area for consultations to conduct the assessment;
6. Obtain data on the overall GBV situation in Lombok Timur, Serang, Garut and Brebes;
7. Conduct interviews with informants consisting of community leaders, women's groups, caregivers and youth groups to determine barriers, special needs and opportunities in accessing GBV management services;
8. Conduct surveys with key informants for mapping GBV services and community for community perception towards GBV services and gender & social norms;
9. Document gaps in equity and access to GBV services in Lombok Timur, Serang, Garut and Brebes;
10. Organize validation meetings to validate the findings on mapping of GBV services and community perception towards GBV services;
11. Produce baseline reports covering the results of the assessment taking into account the current situational analysis of the existing GBV case management system and GBV referral mechanisms in terms of the availability of services, gaps, protocols, accessibility of community towards GBV services to inform planning for case management system strengthening in each country context.



**Deliverables:**

1. Inception report consists of objective and design of the study (assessment), methodology for data collection and analysis (including identified informants), timeline, outline of the reports and budget plan (see annex 2);
2. Preliminary findings of mapping of GBV services and community perception towards GBV services, gender and social norms;
3. Draft report that covers the result of assessment (data and analysis) for the baseline on GBV services and community perception towards GBV services, gender and social norms at community level (see annex 3);
4. Final report in Bahasa Indonesia and English that takes into consideration additional inputs from the validation meeting, UNFPA, MOWECP and the other key stakeholders to the draft report.

**Methodology:**

Methodology for Mapping GBV services:

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

1. Desk reviews on relevant documents (using systematic reviews);
2. Data collection on GBV services;
3. Interviews with key informants (UPTDPPA/P2TP2A, CSOs);
4. Field observations in Lombok Timur, Serang, Garut and Brebes to map GBV services;
5. Conduct surveys using questionnaires to receive data and information on GBV services;
6. Data analysis (using mixed and/or qualitative methods) to assess the distribution and quality of GBV services;
7. Validation meeting with stakeholders;
8. Ethical clearance must be obtained prior to conducting the research.

Methodology for community perception towards GBV services:

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

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



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

Position	Role
Lead researcher (1 person)	Lead the study and provide overall direction on the methodology, analysis, findings and report writing.
Research assistant (3 persons)	Conduct data collection, field observation, interviews of key informants in Lombok Timur, Garut, Brebes, Serang).
Data analyst (1 person)	Data management covering data cleaning and analysis.

The selected company/institution will work home-based and required to do field visits to Lombok Timur, Serang, Garut, and Brebes.

The company/institution will work under the overall supervision and guidance of the UNFPA Gender Programme Specialist with oversight from M&E Analyst.

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

**Timing / Schedule**

The assignment shall commence immediately upon awarding of contract with a duration from September 2023 to January 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	<ul style="list-style-type: none"> <li>Preparation and development of inception reports in 3rd week of September 2023.</li> <li>Submission of inception report on 4th week of September 2023.</li> <li>Present inception report to UNFPA, MOWECP and relevant stakeholders on 4th week of September 2023.</li> </ul>	Inception report	4th week of September 2023  10%

2	<ul style="list-style-type: none"> <li>Field visit to Lombok Timur, Garut, Serang, Brebes on 3rd and 4th week of October 2023).</li> <li>Prepare and submit preliminary findings on the 3rd week of September to 4th week of November 2023.</li> <li>Conduct consultation workshop and present preliminary findings on the 4th week of November 2023.</li> </ul>	Preliminary findings	4th week of November 2023	40%
3	<ul style="list-style-type: none"> <li>Prepare and submit a draft report on the 4th week of November to 4th week of December 2023.</li> <li>Conduct validation meetings and present draft reports on the 4th week of December 2023.</li> </ul>	Draft report	4th week of December 2023	30%
4	<ul style="list-style-type: none"> <li>Consolidate input from validation meeting</li> <li>Prepare and submit the final report on the 4th week of December 2023 to 3rd week of January 2024.</li> </ul>	Final report	3rd week of January 2024	20%

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

In case of unsatisfactory performance: 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 company/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 research in area of gender, GBV, GBV case management - proven with a portfolio of projects;
2. Has expert personnel on GBV case management system in Indonesia and has familiarity with MOWECP coordination structures in terms of the provision of GBV services;



3. Requirements of the personnel and/or team assigned:

- a. consists of 1 Lead Researcher, 3 Research Assistants, 1 Data Analyst, who will be dedicated to the work
- b. Lead Researcher:
  - PhD with minimum of 3 years or Master’s Degree with 5 years of research experience in gender, GBV, GBV case management
  - Expertise in gender issues with extensive knowledge on GBV case management system in Indonesia and familiarity with MOWECP coordination structures in terms of the provision of GBV services
  - Demonstrated experience in delivering oral and written reports & presentation in a timely, effective and easily understood manner; the lead researcher must have strong skills in conducting assessments and producing the baseline
- c. Research Assistant: Minimum Bachelor’s Degree with 3 years of research experience in gender, GBV, GBV case management
- d. Data Analyst: Minimum Bachelor’s Degree with minimum of 3 years working experience in data management and familiarity with data analysis software (NVIVO, STATA)
- e. Roles and responsibilities of each individual should be clearly defined. The Lead Researcher will be responsible for the deliverable and will coordinate the work of all other team members during all phases of the assignment, ensuring the quality, methodology as well as timely completion of the deliverable.
- f. Lead Researcher must have excellent verbal and written communication in English.
- g. All team demonstrated ability and experience in coordination, and able to work under pressure

II. Questions

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

Name of contact person at UNFPA:	<i>Ms. Ira Novita</i>
Email address of contact person:	<i>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), the range of services offered by the company, number of customers, size of projects, client reference, samples of previous work.
  - 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: **Wednesday, September 13<sup>th</sup> 2023 at 23:59 Jakarta Time<sup>1</sup>**.

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

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



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/23/010 - [Company name], Technical Bid
  - UNFPA/IDN/RFQ/23/010 - [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.

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"> <li>● level of understanding of the scope and objectives of the project</li> <li>● 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 MOWECP). also includes work plan / time scales given in the</li> </ul>	100		35%	





proposal and its adequacy to meet the project objectives				
Profile of the company and relevance to the Project: <ul style="list-style-type: none"> <li>• Institutional structure</li> <li>• Specific experience and expertise relevant to the assignment</li> <li>• Range and depth of organizational experience with similar projects</li> <li>• the networking capacity</li> <li>• Number of customers, size of projects, client references</li> <li>• Samples of previous work</li> </ul>	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"> <li>• Key personnel: relevant experience and qualifications of the proposed team for the assignment (meet the requirements stated in the TOR section: Requirements of the personnel and/or team assigned)</li> <li>• CVs of staff will be employed to the project</li> </ul>	100		15%	
<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.

$\text{Total score} = \text{Total Technical score} + \text{Financial score}$
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**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](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:</b> <b>Request for quotation N<sup>o</sup>:</b>	[insert quotation date] UNFPA/IDN/RFQ/23/010
<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; for information, budget range: IDR 570,000,000 - IDR 650,000,000
- 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: - 1 Lead Researcher - 3 Research Assistants - 1 Data Analyst	package	1	[insert unit cost]	[insert total cost]
2. Costs related to data collection: - Transport - Resource person fee - Air ticket - Car rental - Accommodation	package	1	[insert unit cost]	[insert total cost]
3. Costs related to consultative and validation workshop: - Transport - Resource person fee - Moderator fee - Air ticket - Car rental - Accommodation - Communication cost	package	1	[insert unit cost]	[insert total cost]
<b>Total Contract Price</b>				[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/23/010 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

[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 <sup>2</sup> 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"/>

<sup>2</sup> "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:

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Name and Title:

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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)

Name of the Company:

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Postal Address:

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Email:

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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: Outline of inception report

Specific emphasis on the tentative components of the report may include, but not be limited to, the following:

Content Outline	Number of Pages
Objectives and design of the study	1-5
Methodology for data collection and analysis (including identified informants) <ul style="list-style-type: none"><li>● Methodology for mapping GBV services</li><li>● Methodology for community perception towards GBV services</li></ul>	5-10
Timeline	2-3
Outline of the reports	2-3
Budget plan	2-3

The expected result of the inception report will be around 12-25 pages in length and consist of the information above.



### ANNEX III: Outline for draft and final reports

Specific emphasis on the tentative components of the report may include, but not be limited to, the following:

Content Outline	Number of Pages
Introduction <ul style="list-style-type: none"><li>● Purpose and objective of the baseline</li><li>● Baseline scope</li><li>● Methodology and research process</li></ul>	5-10
Country Context of Lombok Timur, Garut, Brebes and Serang <ul style="list-style-type: none"><li>● Overall GBV situation</li><li>● Gender-based violence</li><li>● Child marriage</li><li>● FGM/C</li></ul>	5-10
Results <ul style="list-style-type: none"><li>● Mapping GBV services</li><li>● Community perception towards GBV services and gender &amp; social norms</li></ul>	15-20
Discussion and conclusion	5-10
Recommendations	5-10

The expected result of the inception report will be around 35-60 pages in length and consist of the information above.