Date: 25 January, 2022

REQUEST FOR QUOTATION

RFQ Nº UNFPA/ARM/RFQ/2022/001

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service: ***Development of population strategy and results framework for Armenia*** as per the Terms of Reference (ToR).

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver/perform in the Republic of Armenia, or through an authorized representative.

1. **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://www.unfpa.org/about-us)

**TOR attached**

**Objectives and scope of the Services**

1. To develop analysis of the current demographic situation in Armenia, including country context
2. To develop strategy and results framework for the implementation of population policies

**Background information**

Armenia faces population decline rooted in low fertility, declining number of births, and high migration, as well as high infertility and prenatal sex selection. This tendency is expected to intensify following the second Nagorno-Karabakh conflict escalation in September-November 2020, as well as COVID-19 pandemic. Majority of 3,773 people who, according to the official sources, died during the second war were mainly from the generation of 1999-2001. The share of that age group in the country’s total population was already low before the conflict escalation compared to other age groups; hence, this loss of life decreased this share further eventually contributing to expectations of more than halving of the birth rate during next ten years thus deepening the already existing demographic crisis Armenia is currently passing through. Another challenge is rapidly ageing population due to which number of retired people is expected to reach around 500 thousands by 2030. This will also add to the burden that the state bears in terms of social security, and affecting the economy as the share of the working age population gradually shrinks.

In this context, there is an urgent need and demand to strengthen the capacities of the Government of Armenia in better understanding and responding to those expanding demographic challenges by supporting the development of appropriate population strategies based on the best international practices. The proposed strategies will analyze the current demographic situation and trends and provide recommendations, action plans and results framework for various sectoral planning, including health, infant and childcare, education, housing, infrastructure, migration and immigration, employment and economic activities.

**Activities**

In order to accomplish the above-mentioned assignment objectives, the Contracted Company will have to perform the following activities:

**Activity 1: Inception Report development**

The Contracted Company is expected to deliver an Inception Report as the first key deliverable, which will be shared with UNFPA Armenia Country Office for comments and clearance. The Inception Report shall describe the detailed work plan adjusted based on the meetings with main stakeholders. The Inception Report will also include, as needed, the team replacements.

**Activity 2: Development of country context overview**

The Company shall provide overview of the following:

* The economic context, including economic situation overview, economic indicators, global economic outlook (prospects for the world economy), country and regional economic prospects and macroeconomic policies of Armenia
* Socio-cultural context
* Political and Institutional context
* Education and health context, including education overview, health care, social expenditure, with an emphasis on education and health, social security, social security expenditures

**Activity 3: Overview of current demographic situation**

Based on the data to be provided by UNFPA, the Company shall provide overview of current demographic situation in the country, including:

* Total number of de jure and de facto population, including by communities and settlements
* Age and gender distribution (including sex ratio imbalances), of total de jure, including by communities and settlements
* Fertility (total fertility rate - TFR) and overall mortality (including infant, child and maternal mortality) rates, including by communities and settlements. Births by mother age, by number of births in a family and gender, deaths by age, gender and cause, total fertility rate
* Nuptiality (including child marriage), divorce and abortion rates, changes and trends, abortion prevention policies
* Situation of sexual and reproductive health, with an emphasis on fertility
* Surrogate motherhood situation, policies and trends
* Distribution of households by number of household members, children and trends, including by communities and settlements
* Total population ageing indicators, including by communities and settlements
* International migration trends and directions, including by communities and settlements
* Return migration, internal migration and urbanization trends, structure (age group, causes and consequences etc. based on researched/available data), including by communities and settlements
* Social conditions (e.g. level of poverty, extreme poverty, level of unemployment, etc.), including by communities, settlements, age, marital and social status
* Vulnerable population structure by communities and settlements, including large size households, people with disabilities, retired people, single parent families, etc.
* Assessing possible changes and risks for coming years with the objective to understand population dynamics
* Development of three scenarios for population dynamics

**Activity 4: Development of demographic forecast model**

The Company shall provide support to the UNFPA international expert for the development of the demographic forecast model, which will provide estimations of the population and its constituent groups based on various assumptions about the proposed policy measures, mortality, fertility and migration.

**Activity 5: Presentation of the results to UNFPA Armenia, Government and relevant stakeholders**

Based on the conducted analysis, the Company will develop a presentation with main findings of the current demographic situation analysis, developed forecast model and three scenarios for population dynamics.

**Activity 6: Developing strategy and results framework for the implementation of population policies**

The Company shall develop a strategy and results framework, including:

* Development of population strategy recommendations
* Development of implementation strategy and action plan, which will include:
  + Overview of current situation and demographic trends, opportunities for action, policy, strategy and programmatic recommendations
  + Development of interventions, e.g. specific programs and activities (including incentive programs for the child birth, anti-abortion policies, family planning programs and activities, immigration policies and programs, incentive programs and policies for de-urbanization (ruralization) etc.),
  + Development of expected demand forecast as of result of action plan for sectoral planning (health, infant and child care, education, employment and economic activity, housing, infrastructure, migration and immigration
* Assessment of required resources (human, physical and financial), implementation timeline, duration, responsible, stakeholders etc.
* Development of Results Framework, which will be designed to develop, monitor and evaluate interventions achieving specific impacts through the implementation of the strategy
* Developing monitoring indicators, which are a set of measurable targets to be achieved as a result of adopted strategy implementation
* Annual review procedures of the adopted strategy and reform implementation roadmap based on the results of the previous year and assessment of external environment change impact,
* Procedures for annual revision of the adopted strategy and implementation roadmap based on the results of conducted reviews

**Timing / Schedule**

The strategy must be developed by **October 30, 2022** according to **the detailed work plan** to be provided by the Contracted Company and approved by UNFPA Armenia CO.

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Anna Hovhannisyan, Artur Ishkhanyan* |
| Tel Nº: | *+37410543416, +37410547087* |
| Email address of contact person: | [*hovhannisyan@unfpa.org*](mailto:hovhannisyan@unfpa.org) *;* [*ishkhanyan@unfpa.org*](mailto:ishkhanyan@unfpa.org) |

The deadline for submission of questions is **02 February 2022***.* Questions will be answered in writing and shared will parties as soon as possible after this deadline.

1. **Content of quotations**

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

1. Technical proposal, in response to the requirements outlined in the service requirements / TORs.
2. Price quotation, to be submitted strictly in accordance with the price quotation form.

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

1. **Instructions for submission**

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than: **Tuesday, February 08, 2022 at 6:00 PM.**

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Manana Mananyan* |
| Email address of contact person: | [*procurement.armenia@unfpa.org*](mailto:procurement.armenia@unfpa.org) |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/ARM/RFQ/2022/001 – Development of population strategy and results framework for Armenia. Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
* 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.
* When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the ***first*** email. Should your offer require to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA’s email system, please inform Artur Ishkhanyan at: ishkhanyan@unfpa.org.
* 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.

1. **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 II 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 approach, methodology and level of understanding of the objectives of the assignment | 100 |  | 5% |  | |
| Work plan/time scales given in the proposal and its adequacy to meet the project objectives | 100 |  | 10% |  | |
| Professional experience of the staff that will be employed within the project proving (CVs):   * experience of working with international statistical organisations * demonstrated expertise in working with the Government of Armenia for conducting research, developing analytical reports and strategies.   Availability of professional certification is advantage. Previous work experience with UNFPA and UN institutions is an advantage | 100 |  | 35% |  | |
| Sample of a research report and strategies in English drafted within last three years. Availability of research report conducted on an international scale is an advantage. | 100 |  | 25% |  | |
| Profile of the company and relevance to the project implementation.   * *General organization’s reputation and expertise in strategy development, researches and developing analytical reports (30 pts);* * *A minimum of 10 years of experience advising Government of Armenia on economic, public finance and social issues (20 pts);* * *Developing strategies for the Government of Armenia within last 5 years (20 pts).* * *Implementing research assignments in Armenia within last 5 years. Experience of implementing large-scale international researches covering Armenia is a plus (20 pts).* * *Working experience with UN Agencies and other donor organizations as an advantage (10 pts).* | 100 |  | 25% |  | |
| *Grand Total All Criteria* | 500 |  | 100% |  |

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 score of 75 points 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 ($) | X 100 (Maximum score) |
| Quote being scored ($) |

## 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 = 70% Technical score + 30% Financial score |

1. **Award Criteria**

UNFPA shall award a Professional Service Contract on a fixed-cost basis to the Bidder that obtain the highest total score.

1. **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.

1. **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.

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

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](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). 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](http://web2.unfpa.org/help/hotline.cfm).

1. **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](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **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 Ms Tsovinar Harutyunyan, Head of UNFPA Armenian Country Office at [harutyunyan@unfpa.org](mailto:harutyunyan@unfpa.org) . Should the supplier be unsatisfied with the reply provided by the UNFPA Head of Office, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

1. **Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** |  |
| **Request for quotation Nº:** | UNFPA/ARM/RFQ/2022/001 |
| **Currency of quotation :** | AMD |
| **Validity of quotation:**  *(The quotation must be valid for a period of at least 3 months after the submission deadline)* |  |

* Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Example Price Schedule below: *[Delete after properly completing the Price Schedule, also develop excel version]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Number & Description of Staff by Level | Hourly Rate | Hours to be Committed | Total |
| 1. Professional Fees | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Professional Fees* | | | | | $$ |
| 1. Out-of-Pocket expenses | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Out of Pocket Expenses* | | | | | $$ |
| ***Total Contract Price***  *(Professional Fees + Out of Pocket Expenses)* | | | | | $$ |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/ARM/RFQ/2022/001 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

|  |  |  |
| --- | --- | --- |
|  | Click here to enter a date. |  |
| Name and title | Date and place | |

**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,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)