Date: 28 July, 2021

REQUEST FOR QUOTATION

RFQ Nº UNFPA/ARM/RFQ/2021/003

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

## Organization of Training of Trainers (TOT) and roll-out of training for health care providers on men engagement in prenatal care and childbirth in Shirak, Tavush and Lori marzes of Armenia.

UNFPA requires the provision of services as per the Terms of Reference (ToR) attached.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to 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)

**Terms of Reference (TOR) is attached**

**Objectives and the scope of the services**

The purpose of the assignment is to organize a Training of Trainers (TOT), as well as to roll-out of training for regional healthcare providers in the three EU target regions of Armenia.

1. **Scope of Work**

The Service Provider under the overall guidance of the UNFPA Gender Program Analyst and the direct supervision of the UNFPA EU4GE Programme Coordinator and in close collaboration with UNFPA consultant will be responsible for ensuring timely and proper implementation of the following activities:

* In close collaboration with UNFPA EU4GE Programme Coordinator and the Ministry of Health, identify 6 key trainers (obstetricians -gynaecologists) from the three regions (Tavush, Shirak and Lori) to be involved in TOT, and to be responsible for facilitating further training for regional healthcare providers (obstetricians-gynaecologists and midwives), as well as for facilitating at least one Papa school session at the premises of their respective health facilities.
* Organize a two-and –a-half-day training (TOT) for the identified six trainers; to be responsible for training logistics, such as renting of training venue, coffee-breaks, lunches, hotel accommodation, transportation if needed, etc. TOT facilitator will be provided by the UNFPA Armenia CO.
* Organize at least two Papa School sessions that will be facilitated by the trained obstetrician –gynaecologists (identified and trained six trainers) at their respective health facilities (for example, at the premises of the Schools of Motherhood).
* Mobilize regional health care providers (obstetrician-gynaecologists and midwives from Tavush, Shirak and Lori regions) to participate at the trainings to be facilitated by trainers –participants of TOT (at least 18 health care providers for each training).
* Organize a six two-day trainings for regional healthcare providers (obstetrician-gynaecologists and midwives from Tavush, Shirak and Lori regions) in the respective regions; be responsible for training logistics, including for renting training venue, organization of coffee-breaks, lunches, hotel accommodation, transportation, if needed, printing of handouts, etc.
* Conduct pre-and post-tests to evaluate the knowledge increase as a result of training, and to prepare summary report on it.
* Due to possible COVID- limitations envisage the possibility of conducting training online.
* Prepare report on activities implemented in the frame of the assignment.

1. **Background information**

The health sector is an important entry point to promote the early involvement of fathers in caregiving. However, maternal and child health providers often primarily communicate with mothers and children, and do not often engage men as supportive partners to women or as caregivers themselves. However, research[[1]](#footnote-1) shows that the relationship between fathers and the health sector is evolving, with increasing recognition of men as significant sources of emotional support and care, and recognition of the importance of early bonding between fathers and their babies, even before birth. The World Health Organization (WHO) recommends the involvement of men during pregnancy and childbirth to support women’s self-care, improve home care practices for women, improve the use of skilled care during pregnancy and childbirth, and increase the timely use of facility care for obstetric and newborn complications[[2]](#footnote-2).

Starting from March 2020, UN Women and UNFPA are jointly implementing a three –year programme named “EU4GE: Together against gender stereotypes and gender-based violence “, funded by the European Union and aimed at strengthening of equal rights and opportunities for women and men through shifting social perceptions, gender stereotypes, and men’s participation in caretaking.

The Programme is being implemented in 6 countries, such as Armenia, Georgia, Azerbaijan, Moldova, Ukraine and Belarus. In Armenia the Programme will be operational in three EU target regions, such as Shirak, Tavush and Lori.

In the frame of the EU4GE programme a Regional Resource and Training package was developed, that was further on adapted to the national context and translated into Armenian. The Resource and Training package is intended to help healthcare provider better engage men during pregnancy and childbirth to improve the health and well-being of their partners and children, as well as for their own health, wellbeing, ability to bond, and feelings of connectedness.

1. **Expected Deliverables and Timing**

* Identification of six trainers and organization of TOT- by September 20, 2021
* Organization of a six two-days training for regional health care providers in regions- from October 1, 2021- November 25, 2021. Summary report on training with pre- and post-tests evaluation.
* Organization of Papa School sessions from October 1, 2021- November 25, 2021.
* Report on completing of the assignment – by December 1, 2021.

(In case of any technical obstacles, a non-cost extension of the Contract is possible for 10 working days).

1. **Qualifications and Experience Requirements**

* Organization registered and operating in the Republic of Armenia with mission and goals relevant to the project;
* At least 5 years’ experience in organizing training in health sector;
* Proven experience of working in area of reproductive and maternal health is an asset;
* Work experience with international organizations and UNFPA or other UN Agencies is an asset.

**II. Questions**

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

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| --- | --- |
| Name of contact person at UNFPA: | *Narine Beglaryan, Artur Ishkhanyan* |
| Tel Nº: | *096112606, 091219743* |
| Email address of contact person: | [*beglaryan@unfpa.org*](mailto:beglaryan@unfpa.org) *;* [*ishkhanyan@unfpa.org*](mailto:ishkhanyan@unfpa.org) |

The deadline for submission of questions is **13 August, 2021***.* Questions will be answered in writing and shared with parties as soon as possible after this deadline.

**III. Content of quotations**

Quotations should be submitted in a single 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.

**IV. Instructions for submission**

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than: **17 August, 2021 at 5:00 PM**.

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Manana Mananyan* |
| Email address of contact person: | *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/2021/003 – Organization of Training of Trainers (TOT) and roll-out of training for health care providers on men engagement in prenatal care and childbirth in Shirak, Tavush and Lori marzes of 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.
* 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.

**V. Overview of Evaluation Process**

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes

**VI. Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

**VII. Right to Vary Requirements at Time of Award**

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

**VIII. Payment Terms**

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

**IX.** [**Fraud and Corruption**](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).

**X. Zero Tolerance**

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

**XI. RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit: Tsovinar Harutyunyan at [harutyunyan@unfpa.org](mailto:harutyunyan@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

**XII. Disclaimer**

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

This procurement case is announced in the framework of the “EU 4 Gender Equality: Together against gender stereotypes and gender-based violence" programme, funded by the European Union, implemented jointly by UN Women and UNFPA.

PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/ARM/RFQ/2021/003 |
| **Currency of quotation :** | AMD |
| **Delivery charges based on the following 2010 Incoterm:** | Choose an item. |
| **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.

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

*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/2021/003 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)

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)