Date: 20 September, 2021

**REQUEST FOR QUOTATION**

**RFQ Nº UNFPA/ARM/RFQ/2021/004**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**Assessment of the status of integration of DV risk mitigation across the humanitarian programme cycle at all levels and identification of priority areas for action.**

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)

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

**Objectives and the scope of the services**

1. **Purpose**

The purpose of this assignment is to reveal the gaps in the laws, by laws, procedures and practices of the police, emergency services, social services, etc. in preventing cases of DV (including for survivors with disabilities, people from other vulnerable groups and children), responding and providing support to the survivors during the emergency situations, draft amendments and/or new legislative acts to address the identified gaps, conduct capacity building for police, emergency and social services.

1. **Background Information**

The Coalition to Stop Violence Against Women, makes alarming statements on the increase of domestic violence during the state of emergency by 30% in March and by 50% in April.[[1]](#footnote-1) NGOs warn that by staying home women appear in an even more vulnerable condition: many women are even deprived of a chance to call helplines for consultation related to violence or for social assistance. Child rights’ and disability rights’ organizations also indicate about the hidden but increasing violence cases against children and people with disabilities. This situation requires a complex and systemic response, a clearly designed action plan the implementation of which will ensure a timely and targeted assistance to persons subjected to domestic violence.

1. **Activities**

The Service Provider, under the overall guidance of the UNFPA Head of Office and the direct supervision of the Project Manager for EU funded project Future Today: Empowering Women, Youth and Children for Deepening Democracy in Armenia, will be responsible for ensuring timely and proper implementation of the following activities:

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| **Activity** | **End product/ Deliverables** | **Time frame** |
| 1. Conduct a gap analysis/desk review of policies and laws (including bylaws, internal procedures, action plans etc.) related to the prevention of GBV/DV, response and protection of survivors (including for survivors with disabilities, people from other vulnerable groups and children) during the emergencies in light of international standards and best practices (at least 3 countries, preferably former Soviet republics and Europe). Provide recommendations for policy makers on the key measures to be undertaken to address the DV during emergencies. | Report in Armenian and English | October - November, 2021 |
| 2. Conduct interviews with key informants (line ministries, regional administration, local self-governance key stakeholders (i.e. Child and family support departments) NGOs involved in the process, law-enforcement officials, existing state operated and other relevant hotlines, state authorized DV service providers, women survivors of DV (including for survivors with disabilities, people from other vulnerable groups and children), etc.) | Full report of the interviews in Armenian and English | November, 2021 |
| 3. Draft amendments to existing legislation, internal policies and procedures of targeted agencies and service providers, protocols and codes of conduct, etc. and/or develop new ones to address the issues identified during the desk review. | Draft documents in Armenian | November, 2021 |
| 4. Organise a validation workshop to present the initial findings. Based on comments/suggestions received during the validation workshop finalize and submit the report | Validation workshop with the representatives of state agencies, CSOs, etc.  Report in Armenian and English | February, 2022 |
| 5. Develop training module with materials, including the measurement tools and scales for monitoring and evaluation of learning progress and outcomes as part of the overall capacity building scheme to be rolled out for police, emergency services and social services, family and child support centres. | Adapted training manual with integrated measurement tools in Armenian  Capacity building guidebook and agreed scheme along with the detailed implementation, M&E plan for social services, police and emergency services. | March, 2022 |
| 6. Pilot the capacity building scheme for police, emergency services and social services, family and child support centres. | Piloting to be conducted in one marz | April, 2022 |

1. **Expected Deliverables and Timing**

* See detailed description in the table.

1. **Qualifications and Experience Requirements**

* Organization registered and operating in the Republic of Armenia
* Qualifications or specialized knowledge/experience required for the organization and experts in the team to implement projects aimed at promoting gender equality
* Work experience with UN 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: | *Eduard Israyelyan, Artur Ishkhanyan* |
| Tel Nº: | *099804041, 091219743* |
| Email address of contact person: | [*israyelyan@unfpa.org*](mailto:israyelyan@unfpa.org) *;* [*ishkhanyan@unfpa.org*](mailto:ishkhanyan@unfpa.org) |

The deadline for submission of questions is **27 September, 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: **30 September, 2021 at 5:00 PM**.

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| --- | --- |
| 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/2021/004 - **Assessment of the status of integration of DV risk mitigation across the humanitarian programme cycle at all levels and identification of priority areas for action.**

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 activity is implemented within the frames of the EU funded project “Future Today: Empowering Women, Youth and Children For Deepening Democracy in Armenia”.*

**PRICE Quotation Form**

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| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/ARM/RFQ/2021/004 |
| **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/2021/004 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.

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|  | 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. # <https://www.azatutyun.am/a/30563169.html>

   [↑](#footnote-ref-1)