Date: 10 October, 2022

REQUEST FOR QUOTATION

RFQ Nº UNFPA/ARM/RFQ/2022/007

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Creating enabling environment and ecosystem for CRPD implementation and disability mainstreaming in 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**

Provision of support to the OPDs and or NGOs representing and defending the interests of persons with disabilities to assess their needs in terms of evidence-based advocacy in order to allow them to effectively and meaningfully participate in the design and implementation of the disability inclusive policies by-laws and regulations (including by drafting a methodology).

**Scope of Work**

1. Support the OPDs and/or NGOs representing and defending the interests of persons with disabilities to conduct a needs assessment of their needs in terms of evidence-based advocacy that will allow them to effectively and meaningfully participate in the design and implementation of the by-laws and regulations, by;

1. carry out stakeholder mapping and baseline analysis to ascertain the current ways in which advocacy is defined, how it is conducted within the disability sphere;
2. drafting a needs assessment methodology and tools for OPDs and/or NGOs representing and defending the interests of persons with disabilities in terms of evidence-based advocacy to be reviewed and approved by the UNPRPD Armenia programme team;
3. discuss and validate the developed methodology with the bigger group of OPDs, ensuring participation of underrepresented groups;
4. conduct needs assessment of the OPDs and/or NGOs representing and defending the interests of persons with disabilities in terms of evidence-based advocacy;
5. providing comments and guidance to the OPDs and/or NGOs representing and defending the interests of persons with disabilities during the needs assessment process.

2. Develop a three-year action plan along with monitoring and evaluation measures to support OPDs and/or NGOs representing and defending the interests of persons with disabilities in terms of evidence-based advocacy;

1. develop an action plan based on the assessment to capacitate OPDs and/or NGOs representing and defending the interests of persons with disabilities to better influence policies and social dialogue;
2. validate the developed action plan with a broader group of OPDs and/or NGOs representing and defending the interests of persons with disabilities, ensuring participation of underrepresented groups;
3. accompany action plan by monitoring and evaluation measures to enable organisations to carry out advocacy work and to monitor the effectiveness of advocacy work they carry out;
4. prepare training materials for OPDs and/or NGOs representing and defending the interests of persons with disabilities in regards to evidence-based advocacy and 3 year action plan;
5. conduct a two-day training for OPDs and/or NGOs representing and defending the interests of persons with disabilities in regards to evidence-based advocacy and 3 year action plan and provide training evaluation (excluding hotel arrangements and costs). The trainings must cover the given topics;

* Research and understanding of issues from multiple perspectives
* Advocate and communicate
* Gain consensus and build alliances
* Plan interventions
* Lead or take part in policy initiatives
* Monitor and review how those policy initiatives work in practice
* Accountability mechanisms

**Background information**

Within the frame of the aforementioned UNPRPD programme, a *Comprehensive Situational Analysis on the Rights of Persons with Disabilities in Armenia* was conducted in 2021 in collaboration with the representatives of the HRDO, as well as local experts with the guidance and support from the UNCT team based on UNPRPD methodology. According to the Situational Analysis, despite some progress in disability related area, there is a lack of strong OPDs (Organizations of Persons with Disabilities) in the country, while for available OPDs an enabling environment is not sufficient for their capacity building to ensure active and meaningful participation at different levels of decision-making. The Situation Analysis has also revealed that the OPDs’ participation and influence on the legislative process has been limited, partly because of the OPDs’ limited technical capacities, and lack of technical skills to elaborate evidence-based advocacy materials for constructive policy dialogue.

**Expected Deliverables and Timing**

* All the deliverables must be prepared and submitted in Armenian;

1. Methodology and tools of needs assessment developed. End of November 2022;
2. Needs assessment conducted. End of February 2023;
3. Advocacy action plan with KPIs developed and validated. End of May 2023.

1. **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: | *Anna Barfyan , Artur Ishkhanyan* |
| Tel Nº: | *099338294, 091219743* |
| Email address of contact person: | [*barfyan@unfpa.org*](mailto:barfyan@unfpa.org) *,* [*ishkhanyan@unfpa.org*](mailto:ishkhanyan@unfpa.org) |

The deadline for submission of questions is 14 October**, 2022***.* 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 / TOR.
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 indicated below no later than: 21 October**, 2022 at 6:00 PM**.

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| Email address for bid submission: | *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/2022/007 – **“Creating enabling environment and ecosystem for CRPD implementation and disability mainstreaming in 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).

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/2022/007 |
| **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 | | | | | |
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|  |  |  |  |  |  |
| *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/2022/006 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)