



Date: 31st July, 2023

REQUEST FOR QUOTATION RFQ N^o UNFPA/GHA/RFQ/2023/007

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

Final Evaluation of United Nations Joint Programme on Empowering Adolescent Girls through Improved Access to Reproductive Health Education and Right-Based Sexual and Productive Health Services in Ghana

UNFPA requires the provision of the services of final evaluation of its Joint Adolescent Girls Programme done together with UNICEF per the attached Concept Note and specification.

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)

Objectives and scope of the Services

- **Background information**

UNFPA and UNICEF are international development agencies working jointly with national and international partners towards the execution of their mandates. UNFPA works towards making a world where every pregnancy is wanted, every birth is safe, and every young person's potential is fulfilled. UNICEF's mandate is to ensure that the world becomes a place where the rights of every child are realised and protected; that their basic needs are met, and that they are provided with opportunities which will enable them to reach their full potential.

In January 2018, the Government of Canada through Global Affairs Canada, approved a joint proposal between UNFPA and UNICEF on strengthening the sexual and reproductive health and rights of young people through scaling up reproductive health education in Ghana. The Joint programme entitled "Empowering Adolescent Girls through Improved Access to Reproductive Health Education and Rights-Based Quality Sexual and Reproductive Health Services in Ghana" (AGP) targets primary beneficiaries, adolescent girls 10 -19 years in and out of school, married and unmarried. The secondary beneficiaries are girls aged 20-24 years. Special attention was given to vulnerable girls such as Kayayei (migrant girls) and those living with disabilities including those in humanitarian situations. Other beneficiaries included communities, health workers, men and boys and key stakeholders. The Joint programme among others aimed at reaching 500,000 young people 10-24 years with reproductive health information and education; 25,000 adolescents 10-19 years utilising



family planning services; 150,000 women 15-49 years with modern contraceptives; 5,000 adolescent girls 10-19 years with mentorship programmes; and 100,000 adolescents 10-19 years with information on sexual and reproductive health through social media platforms.

In the first three years (2018-2020) of the Joint Programme, implementation was done in 36 districts in eight (8) regions¹ and employed an integrated approach to sexual and reproductive health programming to create a favourable environment, improve the well-being of and empower adolescent girls in Ghana especially the most disadvantaged and vulnerable. In the costed extension phase (2021-2023), the Programme was expanded to reach total of 56 districts in 11 regions, with widened scope of work including the sexual and gender-based violence and child protection.

Goal

The goal of the Joint Programme is to ensure that adolescent girls in Ghana, including the most vulnerable, are empowered through the provision of and access to, gender-responsive reproductive health education and youth-friendly sexual and reproductive health services, including family planning and contraception.

Expected Outcomes

The expected outcomes of the Joint programme from 2018 – 2020 were:

Improved access of adolescent girls to youth-friendly and gender-sensitive reproductive health education
Improved access of adolescent girls to quality, youth-friendly and gender-sensitive sexual and reproductive health services.

Increased capacities and favourable environment for adolescent girls to defend and promote their sexual and reproductive rights.

However, a costed extension of the joint programme for 2021 - 2023 was approved with plans to expand the reach of the Joint programme to 20 new districts in three new regions bringing the total to 56 districts in 11 regions of Ghana. For the costed extension, modifications to the outcomes reflected the widened scope of the Joint programme with the addition of one more outcome focusing on addressing issues of sexual and gender-based violence and child protection exacerbated during the COVID-19 pandemic. The updated outcomes for the 2021 – 2023 phase of the Joint programme are:

Intermediate Outcome 1: Adolescent girls, boys, and female/male educators demonstrate an increased and more equal confidence in using or applying gender-responsive Reproductive Health Education (RHE).

Intermediate Outcome 2: Adolescent girls and boys have strengthened access to and make use of more youth-friendly and gender-sensitive sexual and reproductive health services.

Intermediate Outcome 3: Adolescent girls and boys have increased capacities, evidence, and favourable environment to promote their sexual and reproductive rights.

Intermediate Outcome 4: Increased usage of services to respond to sexual and gender-based violence and child protection issues within the COVID-19 context.

The joint programme components are based on each agency's mandate and comparative advantage and are built on a wealth of evidence and programmatic experiences that the two agencies have generated working in adolescent girls' empowerment programme over the years.

The overall purpose of the final evaluation is:

¹ Old region classification



Accountability: To provide rigorous evidence on the effectiveness of this AGP programme to stakeholders including the donor (vertical accountability) and the beneficiaries (horizontal accountability) in achieving development results with invested resources.

Organizational Learning: Broadened evidence base to facilitate and support decision-making, not only within UNICEF and UNFPA but also among other in-country stakeholders with a vested interest in adolescent girl programming, including Global Affairs Canada. By identifying which of the Project’s envisaged objectives (included in the Results Framework) were not achieved, the evaluation is expected to provide the Programme managers with viable corrective and scalable strategies to overcome such challenges in future.

Targeted Learning: To inform UNFPA and UNICEF Programme Managers for prioritization of future, strategies and activities geared towards the implementation of more child protection, gender-responsive and gender-transformative programming solutions in the future.

The specific objectives of the Final evaluation are:

To determine whether the programme (2018-2023) has been executed as per the activities outlined in the project proposal and its subsequent updates, if any, and whether the planned results have been achieved. To assess the role played by the UNICEF and UNFPA as part of the United Nations Country Team (UNCT), in the coordination mechanisms of the UNCT, to enhance the United Nations’ collective contribution to national development results.

To provide an independent assessment of the relevance, effectiveness, efficiency, and sustainability of UNICEF and UNFPA technical and financial support.

To document good practices, lessons learnt regarding what worked and what did not work and identify potential areas for improvement for better design and implementation of interventions.

To make specific recommendations on any follow-up activities as well as the lessons learned that can benefit the future of UNFPA and UNICEF adolescent girl programming in Ghana

Scope of the Evaluation

Geographical

Concerning geographic focus, the evaluation will target a total of 56 (out of the 216) districts in 11 (out of the 16) regions as primary sites. Of these, qualitative and quantitative data from 20 districts in 6 regions where UNFPA and UNICEF have implemented the Joint programme interventions together will be collected. (Per the attached ToR).

Timing / Schedule

The consultancy is expected to take place between August to October 2023.

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>Jonathan Nusetor</i>
Tel N ^o :	<i>0302746746</i>
Email address of contact person:	<i>nusetor@unfpa.org</i>

The deadline for submission of questions is **7th August, 2023 at 14:00hrs**. Questions will be answered in writing and shared will 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 **deliver** 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 From **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 / TORs.
- a) Signed Declaration Form, to be submitted strictly in accordance with the document.
- b) 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.

V. Instructions for submission

Please note the following guidelines for electronic submissions:

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 address indicated below no later than : **Tuesday, 14TH August, 2023 at 14:00hours GMT**

Name of contact person at UNFPA:	<i>Jonathan Nusetor</i>
Official Email address of SCMU:	ghana.procurement@unfpa.org

- The following reference must be included by the Bidder in the email subject line:
 - UNFPA/GHA/RFQ/2023/007 – [Company name], Technical Bid
 - UNFPA/GHA/RFQ/2023/007 - [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.
- 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.
- Please do **NOT** send the emails containing your offer to any other email address (not even as a copy (CC) or blind copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.
- 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.

VI. Overview of Evaluation Process

The evaluation will be carried out in a two-step process by a standing 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.

Example below: (Delete after properly completing the evaluation criteria)

Criteria	[A] Maximum Points	[B] Points obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Technical approach, methodology and level of understanding of the objectives of the project	100		20%	
Work plan/time scales given in the proposal and its adequacy to meet the project objectives	100		20%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise in	100		15%	

evaluation and related processes (CVs, etc.)				
Specific experience and expertise relevant to the assignment	100		30%	
Profile of the company and relevance to the Project.	100		15%	
<i>Grand Total All Criteria</i>	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 **70%** 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. All other price quotes will receive points in inverse proportion according to the following formula:

$$\text{Financial score} = \frac{\text{Lowest quote (Gh¢)}}{\text{Quote being scored (Gh¢)}} \times 100 \text{ (Maximum score)}$$

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.

$$\text{Total score} = \mathbf{70\% \text{ Technical score} + 30\% \text{ Financial score}}$$

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 Head of the Business Unit **Dr. Wilfred Ochan, The Representative, UNFPA Ghana Country Office** at ochan@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, Supply Chain management Unit at 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

Name of Bidder:	
Date of the quotation:	14 th August, 2023.
Request for quotation N°:	UNFPA/GHA/RFQ/2023/007
Currency of quotation :	Ghc
Delivery charges based on the following 2020 Incoterm:	Choose an item.
Validity of quotation:	
<i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

- 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					
<i>Total Professional Fees</i>					Ghc
2. Out-of-Pocket expenses					
<i>Total Out of Pocket Expenses</i>					Ghc
Total Contract Price <i>(Professional Fees + Out of Pocket Expenses)</i>					Ghc

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/GHA/RFQ/2023/007 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	

DECLARATION FROM

The undersigned, being a duly authorized representative of the Company represents and declares that:

1.	The Company and its Management ² 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"/>

² “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:

Name and Title:



United Nations Population Fund
No. 7, 7th Rangoon Close, Cantonments,
P.O. Box GPO 1423, Accra
Email: mistry@unfpa.org

Name of the Company:

UNGM N°:

Postal Address:

Email:



United Nations Population Fund
No. 7, 7th Rangoon Close, Cantonments,
P.O. Box GPO 1423, Accra
Email: mistry@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](#)