Date: June 19, 2024

REQUEST FOR QUOTATION

RFQ Nº UNFPA/AZE/RFQ/2024/013

Dear Sir/Madam,

UNFPA CO in Azerbaijan hereby solicits a quotation for the following services:

Project Title: ‘Services of the specialized institutions to provide trainings to outreach workers on social and gender norm change to ensure increased, tailored, specialized support for women and girls in all their diversity which is non-discriminatory.’

Position: local agencies/organizations to oversee trainings for outreach workers on social and gender norm change, ensuring increased, tailored support for diverse women and girls, nondiscriminatory in nature.

SCOPE OF WORK OF THE ASSIGNMENT:

*UNFPA Azerbaijan CO will engage specialized institutions to provide training to outreach workers on social and gender norm change. This initiative aims to ensure increased, tailored, and specialized support for women and girls in all their diversity, promoting non-discriminatory practices.*

This Request for Quotation is open to all legally - constituted organizations that can provide the requested services and have legal capacity to perform in the country.

1. **About**

UNFPA is the United Nations sexual and reproductive health agency, with the field offices present in more than 150 countries across the world and a large number of people employed as international and local staff members. The UNFPA office in Baku employs a team of eight persons engaged in the implementation of the projects and programmes in the field of family planning, gender equality and population dynamics.

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)**

**BACKGROUND**

Gender-based violence (GBV) persists as a global challenge, with one in three women worldwide experiencing physical or sexual abuse during their lifetime. This alarming prevalence underscores the urgent need for comprehensive measures to address this pervasive violation of human rights.

UNFPA is a leading agency providing support to the governments across the world for combating gender-based violence. UNFPA has been on the forefront of the advocacy efforts for improved GBV prevention and response in Azerbaijan too. The organization provided support with development of the legal and policy framework to address the phenomenon, as well as assisted a range of government institutions with a series of actions on production of data and evidence on GBV, its prevalence rates and economic costs; capacity building of service providers; advocacy and awareness raising at both the grass-roots and decision-making levels.

Nevertheless, many women in Azerbaijan continue suffering due to limited access to information and protective mechanisms. The MEN and Gender Equality Survey conducted by UNFPA in 2018 revealed alarming statistics, with approximately 32.5% of men admitting to perpetrating physical violence, and an equally concerning 32.1% of women reporting experiencing such violence during their lifetime. Another survey on economic cost of GBV, held in partnership with the government in 2018, emphasized that the consequences of this phenomenon could potentially cost the Azerbaijani economy nearly 2% of its annual GDP, highlighting the broader societal impact of GBV.

As an integral part of the "Women at the Centre: Rising Up Against the Pandemic of Violence Against Women" project (WAC) in Azerbaijan, UNFPA is committed to supporting the comprehensive training of outreach workers from 4 economic regions of Azerbaijan (Baku, Absheron-Khizi, Ganja-Dashkasan and Karabakh) to equip them with the necessary skills and knowledge to ensure tailored, non-discriminatory specialized support for women and girls, ensuring inclusivity across diverse backgrounds. UNFPA's support extends to addressing social and gender norms, fostering positive change, and ensuring the delivery of inclusive support services. This strategic initiative is aligned with the project's overarching goal to ensure that case workers and managers involved in addressing gender-based violence have the necessary guidance and resources to carry out their duties effectively.

In line with this commitment, UNFPA is seeking the services of national institutions for organization of training sessions for GBV outreach workers to equip them with necessary skills and knowledge to sensitively engage communities, address social and gender norms, and be ready to ensure inclusive support services to women and girls including the most vulnerable ones.

The intervention represents an integral component of the Azerbaijani share of the “Women at the Center: Rising Up Against the Pandemic of Violence Against Women” project implemented by UNFPA in five countries across the globe.

**PURPOSE**

The main goal of this activity is to empower outreach workers with the essential knowledge, skills, and resources required to proficiently carry out interventions aimed at transforming social and gender norms. The training will emphasize the cultivation of inclusive attitudes and actions towards women and girls, including the most vulnerable ones.

**RESPONSIBILITIES OF THE ORGANIZATION**

The agency sub-contracted for the implementation of the subject assignment will be specifically responsible for the following:

1. Initial orientation with UNFPA and other relevant partners engaged in the action.
2. Draft the detailed intervention plan with the project outputs/deliverables, project management structure, timelines, indicators to monitor the progress, and responsible staff members.
3. Review the available training modules and materials, including the manual which is developed within WAC project (hereinafter Manual) that address key topics related to social and gender norms, promotion of gender equality, challenging stereotypes, and fostering inclusive attitudes towards women and girls.
4. Develop the training resources including handouts and training evaluation questionnaires based on the content of the Manual and available global training materials.
5. Deliver interactive and engaging training of trainers (ToT) sessions for outreach workers from four regions of Azerbaijan, utilizing a variety of methods. Ensure that training sessions are interactive and participatory, encouraging active engagement from participants through group discussions, case studies, role-plays, and experiential learning activities.
6. Ensure that trained ToT participants will act as resource persons and will subsequently organize similar training sessions (not in the ToT format) for the remaining outreach workers in 4 regions of Azerbaijan.
7. Provide ongoing support and guidance to outreach workers throughout the training program.
8. Collaborate with GBV service providers and community outreach workers to ensure the relevance and effectiveness of the training content to provide accurate service information and referrals, as needed.
9. Monitor the training program to assess its impact and identify areas for improvement.
10. Document all training activities, including attendance records, training materials, and evaluation reports, and provide regular progress updates to the project team.
11. Be responsible for all translation and interpretation services required throughout the duration of the subject assignment.

**Deliverables:**

The National Institution shall be expected to deliver the following key outputs:

* Detailed intervention plan including the information on reviewed modules and materials
* Training modules and materials developed in accordance with best practices and evidence-based approaches.
* Monitoring and evaluation reports documenting the outcomes and impact of the training program.
* Documentation of training activities and progress updates
* 25 outreach workers from four regions of Azerbaijan demonstrate improved knowledge and skills to act as resource people for the specified training methodology12 training sessions organized and 230 outreach workers trained through the sessions delivered by the abovementioned outreach workers in their respective communities

**Eligibility criteria:**

* Legal registration with the Ministry of Justice of the Republic of Azerbaijan and availability of a valid registration certificate;
* Availability of the relevant staff members/councellors with adequate training, knowledge and expertise in GBV case management, community engagement and social norms with adequate understanding of related international best practices and standards.
* Adequate capacity to design, implement, and evaluate training programs for outreach workers, including the ability to develop training materials and deliver interactive training sessions.
* Demonstrated experience in providing training or capacity-building programs, particularly in the field of gender-based violence (GBV), social norms transformation, or community engagement.
* Expertise in gender-transformative approaches, social and gender norms change.
* Experience in training facilitation, evidenced by the organization's proficiency in delivering engaging and interactive training sessions.
* At least 2 years of experience in providing capacity building trainings on GBV response mechanisms with focus on the needs of most vulnerable population groups.

**Contract duration:**

*July 2024 – December 2024*

**Specific Conditions:**

*Ownership of the output:* UNFPA

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Ms. Yegana Ismailova* |
| Tel Nº: | *+99412 4922470* |
| Fax Nº: | *+99412 4922379* |
| Email address of contact person: | [ismailova*@unfpa.org*](mailto:ismailova@unfpa.org) |

The deadline for submission of questions is **July 1, 2024 at 12:00 Baku time**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

1. **Content of quotations**

Quotations should be submitted as a hard copy or in a single e-mail 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 IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail or mail to the contact person indicated below no later than: **July 3, 2024 at 18:00 Baku time**.

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Ms. Yegana Ismailova* |
| Email address of contact person: | [*ismailova@unfpa.org*](mailto:ismailova@unfpa.org) |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº 2024/013 To provide trainings to outreach workers on social and gender norm change to ensure increased, tailored, specialized support for women and girls in all their diversity which is non-discriminatory. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
* The total e-mail size may not exceed **20 MB (including e-mail 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.

1. **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.

1. **Award Criteria**

UNFPA shall award a Purchase Order/Professional Service Contract to the lowest-priced most technically acceptable offer.

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 Office of Audit and Investigation Services of UNFPA as well as with any other oversight entity authorized by the Executive Director of UNFPA 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 contract, 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 treated in connection with the solicitation or award of a contract may submit a complaint directly to the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

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. Farid Babayev, UNFPA Assistant Representative at [babayev@unfpa.org](mailto:babayev@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).

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

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| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/AZE/RFQ/2024/013 |
| **Currency of quotation:** | AZN |
| **Validity of quotation:**  *(The quotation shall 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:

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| **Item** | **Description** | **Total** | |
| **Professional Fees** | | | |
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| ***Total Contract Price*** | | |  |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/AZE/RFQ/2024/013 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)