Date: July 05, 2024

REQUEST FOR QUOTATION

RFQ Nº UNFPA/AZE/RFQ/2024/017

Dear Sir/Madam,

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

Project Title: ‘Services of a specialized institution to organize the 16 Days of Activism Campaign Against GBV Campaign and conduct a series of community engagements events/sessions to increase awareness on GBV.’

Position: local agencies/organizations to oversee the organization of the 16 Days of Activism Campaign Against GBV and conduct community engagement events to increase awareness of Gender-Based Violence (GBV).

SCOPE OF WORK OF THE ASSIGNMENT:

*UNFPA Azerbaijan CO will engage specialized institutions to organize the 16 Days of Activism Campaign Against GBV and conduct a series of community engagement events/sessions aimed at increasing awareness of Gender-Based Violence (GBV).*

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) remains a deeply rooted challenge globally. The available evidence suggests that about one in three women worldwide will endure physical or sexual abuse during their lifetime, highlighting the alarming prevalence and urgency of addressing this pervasive human rights violation.

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 the 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 necessary protection mechanisms. The recent IMAGES survey (Men and Gender Equality Survey, UNFPA 2018) revealed that approximately one in three men (32.5%) admitted perpetrating physical violence. Equally alarming, a similar proportion of women (32.1%) reported experiencing such violence during their lifetime. Furthermore, a survey on the economic costs of GBV, conducted in partnership with the Government in 2018, indicated that the consequences of this phenomenon could potentially cost the Azerbaijani economy nearly 2% of its annual GDP, emphasizing the broader societal impact of GBV.

UNFPA is dedicated to implementing comprehensive communication strategies throughout the 'Women at the Centre: Rising Up Against the Pandemic of Violence Against Women' project (WAC) in Azerbaijan. As an essential component of the WAC initiative, UNFPA is committed to facilitating community engagement through various channels and campaigns during awareness events that emphasize the availability of case management services. UNFPA's endeavors aim to effectively spotlight issues related to gender-based violence (GBV), the mechanisms and systems for managing GBV cases, and the accessibility of social services for marginalized populations. This strategic initiative is aligned with the project's overarching goal to ensure that all efforts are directed towards combating gender-based violence and fostering inclusive access to support services.

UNFPA CO is seeking the services of the local organization to provide support with organization of the 16 Days of Activism Campaign to Combat Violence Against Women and Girls (VAWG) (campaign) aimed at raising community awareness on GBV and conducting, a series of Community engagement events/sessions (sessions) dedicated to International Girl Child Day and fighting mechanisms against GBV across 4 target regions in Azerbaijan. The 16 Days of Activism Against GBV Campaign stands as a critical intervention in this context. Spanning from 25 November, the International Day for the Elimination of Violence against Women, to 10 December, Human Rights Day, this campaign is a crucial initiative. Central to these efforts are community awareness initiatives designed to educate individuals on GBV, its indicators, and available support services. Through fostering open discussions, these programs aim to create supportive environments where survivors can share their stories, reduce stigma, and encourage help-seeking behaviors.

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” implemented by UNFPA in five countries across the globe.

**PURPOSE**

To complement the ongoing strategic interventions for addressing GBV, the 16 Days of Activism Campaign will be organized in project’s four target regions (Baku, Absheron-Khizi, Ganja-Dashkesen, Karabakh). The Campaign will seek to draw attention to and inspire collective action against VAWG in Azerbaijan through a range of interrelated strategic interventions. In addition, the community engagement events/sessions will serve as a main tool to increase awareness on GBV against Women and girls and the most marginalized among community members.

**RESPONSIBILITIES OF THE ORGANIZATION**

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

* Initial orientation with UNFPA and other relevant partners;
* Assume full responsibility for the entire project cycle according to UNFPA standards and provide a detailed intervention plan;
* Offer creative ideas to the UNFPA project team regarding how to organize the 16 Days of Activism campaign and community engagement events/sessions;
* Organize community engagement events/sessions in 4 regions of Azerbaijan:
* Identify suitable venues and collaborate with local partners to secure resources and support;
* Coordinate with speakers, develop session agendas, and arrange event logistics;
* Facilitate interactive sessions on GBV awareness, social and gender norms change strategies, and survivor support mechanisms.
* Promote sessions through local channels, social media, and community networks;
* Encourage active participation and facilitate Q&A sessions and group discussions;
* Organize the 16 Days of Activism Campaign in 4 regions of Azerbaijan;
* Development of the concept note for the campaign and submit to UNFPA project team;
* Incorporate impactful and inclusive visibility materials that align with global guidance to enhance understanding and empathy;
* Encourage meaningful participation from community members, especially women and girls and marginalized population groups, to ensure diverse perspectives in both campaign and sessions;
* Provide community with relevant resources and contact information for support services;
* Document key takeaways and insights from the campaign and sessions;
* Identify and reach out to national and regional television channels, radio programs, and popular podcasts that have a strong audience base and a focus on social issues. Establish partnerships and collaborations to feature the campaign prominently;
* Promote the social video and promo video on organization’s and UNFPA’s social media pages (Facebook, Instagram, etc);
* Conduct an internal debriefing session to evaluate the success of the campaign and identify lessons learned for future events;
* Document campaign and sessions’ outcomes, participant feedback, and key insights and related reporting documents to UNFPA project team; and
* Prepare session reports highlighting achievements, challenges, and recommendations for future engagement;
* Create a script and storyboard for the promo video that is inclusive, aligned with global guidance, and summarizes the project's outcomes;
* Monitor engagement metrics, such as likes, shares, and comments, to assess the diverse reach and impact of the promotional activities;
* Develop a media outreach plan that includes press releases, media kits, and personalized pitches to effectively and inclusively communicate the goals and importance of the campaign;
* Prepare a detailed monitoring report, including quantitative data and qualitative feedback, for submission to UNFPA.

**Deliverables:**

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

* 1800 persons reached by inclusive and accessible information sessions held in the 4 target regions;
* 45 community engagement events/sessions held in 4 target regions;
* 30000 community members live in the target location and benefited from information shared through a rage of public events, as well as social media;
* Two roll-ups and other visibility materials to be distributed during campaign and sessions;
* Two animated social video;
* Two promo highlights video;
* Social media products (posters, story ideas, carousel posts and etc.);
* Comprehensive final report summarizing the overall impact of the promotional activities, including successes, challenges, and lessons learned (data, photos, videos, etc.).

**Eligibility criteria:**

* Registration as a legal non-profit or public entity;
* Proven experience of at least three years in planning and implementation of awareness raising activities/campaigns on various social issues, including gender equality;
* Demonstrated experience of conception, production and editing of short video documentaries and PSAs. Experience with production of short videos on social issues will be considered an asset;
* Creative approach, strong organizational, troubleshooting and communication skills of the personnel.

**Contract duration:**

*October 10 – December 31, 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:

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| --- | --- |
| 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 **October 7, 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: **October 8, 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 2024/017 To organize the 16 Days of Activism Campaign Against GBV and conduct a series of community engagement events/sessions aimed at increasing awareness on Gender-Based Violence (GBV). 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/2024/017 |
| **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/2024/017 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)