



Date: 02 August 2021

REQUEST FOR QUOTATION RFQ № UNFPA/AZE/RFQ/21/014

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

Survey on situation of older people with particular focus on older women in Azerbaijan

This Request for Quotation is open to all legally-constituted entities that can provide the requested services and product, and have legal capacity to perform in the country, or through an authorized representative.

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. 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

Although the Republic of Azerbaijan has a relatively young population structure with 23.6 per cent of youth aged 14-29 (State Statistical Committee, 2020), the phenomenon of population aging is becoming more evident. The increasing level of social welfare has had a positive impact on the life expectancy over the last decade. The indicator is projected to reach 75.7 years by 2050. While between 1959 and 2009 the proportion of people aged 60 and above ranged from 8-9%, this proportion is expected to rise by more than 12% by 2020, up to 18% by 2030 and accounting for 25% of the total population by 2050¹.

Women tend to live longer and they often experience a number of specific circumstances related to old age and gender. Older women are more likely than men to be widowed, to live alone, to live more years in poor health and with disabilities, to deal with financial problems, and they are usually more vulnerable to discrimination.

Widowhood is more frequent in women. However, older women tend to have stronger social networks than men. Many older women live with family members, like grandchildren or sick relatives, caring for them. They play an essential role as caregivers, and it is sometimes involves living in a greater risk of mental and physical illness and financial pressures.

¹ UNFPA/UNDP (2015). Population Situation Analysis: Beyond the Demographic Transition in Azerbaijan Baku, Azerbaijan.

In terms of health, older women have different health and morbidity patterns than men. Despite the fact of living longer than men, they live more years with chronic health problems and have higher levels of disability. Multiple pregnancies and inadequate support in childbirth, as well as inequalities earlier in life, such as poor access to health care, and lower educational and income levels, contribute to health problems in older age.

UNFPA Azerbaijan is intending to conduct the research on the situation of elderly with the focus on older women in the framework of the joint UNDP/UNFPA project on Sustainable, Integrated and Gender Inclusive Finance Framework for Azerbaijan, Beyond Oil. The project aims to support the Government of Azerbaijan in scaling-up Sustainable Development Goals (SDG)-aligned programmes, unlocking green investments, and introducing gender-inclusive finance framework in Azerbaijan.

Objective

The overall purpose of this assignment is to conduct a face-to-face survey on situation of older people with particular focus on older women in Azerbaijan to draw a comprehensive and insightful portrait of elderly, their social well-being, lifestyles, and quality of life. The subject research is aimed to contribute to improved data and evidence for informed policy and decision making to track emerging population dynamics in the pursuit of sustainable development.

The survey is to cover 2,500 older persons 60+, male and female, living in urban and rural areas according to the 2019 Census.

The specific components of the subject assignment are as follows:

- Organization and management of the face-to-face survey on situation of older people with particular focus on older women in Azerbaijan
- Elaboration of sampling design to reflect the population of Azerbaijan developed by the Bidder as part of the official bid (2,500 older persons 60+, male and female, living in urban and rural areas)
- Selection of the interviewers
- Participate in a training organised by the international expert and consecutively train own enumerators for implementation of the survey
- Ensuring that the interview questionnaire is filled in properly and contains complete information
- Ensuring that the data collected through the interviews are properly entered in the relevant database
- Submission of the complete dataset to UNFPA.

Outputs / Deliverable(s)

The main deliverable of the consultancy is a database (in SPSS format) with responses from at least 2,500 respondents in line with the methodology and questionnaire and sampling design developed by the Bidder to reflect the population of people over 60 years old in Azerbaijan. Proposed sampling design might be subject to changes in order to align the survey methodology across the country. In preparation for the survey, selected Bidder will participate in a training organised by UNFPA and international expert and consecutively train



own enumerators for implementation of the survey. Selected Bidder will also ensure quality control throughout the survey.

UNFPA is the sole owner of the collected data/database and no data or results could be shared or published without UNFPA's written consent.

Eligibility criteria:

- Have registration as a legal non-profit entity or public entity;
- Have proven experience of at least three years in planning and implementation of household surveys particularly targeting vulnerable groups of the population, including elderly persons.
- Have team of qualified experts with relevant academic background, expertise, strong interpersonal skills and ability to communicate and work with diverse groups of people;
- Experience in conducting surveys with participation of elderly will be considered an advantage.

Timing / Schedule

It is estimated that selected Bidder will need up to sixty (60) calendar days since signing of an assignment agreement for preparation of a script, training of enumerators, implementation of survey in the field and distribution of final database in English Language to UNFPA (or at latest by end of October 2021). This schedule could be altered only in case of *force majeure* that would prevent implementation of face-to-face survey in the field.

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>Ms. Yegana Ismailova</i>
Tel N°:	<i>+99412 4922470</i>
Fax N°:	<i>+99412 4922379</i>
Email address of contact person:	ismailova@unfpa.org

The deadline for submission of questions is Monday, 12 August 2021, 18:00 Baku time. 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 e-mail whenever possible or mail, depending on file size. Quotations must contain:

- Technical proposal, in response to the requirements outlined in the service requirements/TORs.**
- Price quotation, to be submitted strictly in accordance with the price quotation form.**

Both parts of the quotation must be signed by the Bidder's relevant authority and submitted in PDF format.

IV. Instructions for submission



Proposals should be prepared based on the guidelines set forth in the document, 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 Monday, 16 August 2021, 10:00 Baku Time**.

Name of contact person at UNFPA:	<i>Ms. Yegana Ismailova</i>
Email address of contact person:	<i>Ismailova@unfpa.org</i>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ № UNFPA/AZE/RFQ/21/014**. 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.

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

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

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, representative's 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](#).

X. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Bidders are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

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, Dr. Farid Babayev, UNFPA Head of Office, at 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.

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

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	RFQ N° UNFPA/AZE/RFQ/2021/014
Currency of quotation :	AZE
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.

Item	Description	Total
Professional Fees		
Total Contract Price		

<i>Vendor's Comments:</i>

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ N° UNFPA/AZE/RFQ/2021/014 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	



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](#)