*Date: July 29, 2022*

**REQUEST FOR QUOTATION**

**RFQ Nº UNFPA/AZE/RFQ/22/013**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**Organization of the Youth Camp for young men** **to promote gender equality and value of girls and foster their engagement in actions aimed at tackling gender stereotypes and discriminatory practices against women and girls in Azerbaijan.**

This Request for Quotation is open to all legally constituted organization that can provide the requested services and have legal capacity to perform in the country, 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 childbirth 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)

1. **Service Requirements/Terms of Reference (ToR)**

*UNFPA, the United Nations Population Fund: Delivering a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled.*

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**Background**

UNFPA is the United Nations sexual and reproductive health agency, with the field offices present in more than 150 countries across the world. The UNFPA office in Baku is engaged in implementation of the projects and programmes in the field of gender equality, population dynamics and family planning.

UNFPA vision is for a world where all girls and boys are equally heard and valued. This is a world built on transformative change – to the dismantling of patriarchal, discriminatory gender norms and the inequalities they sustain. These norms affect both boys and girls but have a disproportionate impact on girls, preventing them from claiming their rights, exposing them to harmful practices, driving rights abuses in their homes, relationships and communities, and through embedded structural inequalities that shape their lives from childhood through adulthood.

UNFPA supports the governments around the globe to build the world free from gender-based discrimination and violence, where all women and girls fully enjoy their right to have equal opportunities, to decide their own future and empower those around them. Gender equality cannot be achieved without the involvement of men and boys. UNFPA works with men and boys to advance gender equality, to promote value/empower a girl child and to end violence. UNFPA Azerbaijan’s current programmes are encouraging men and boys to abandon harmful stereotypes, embrace respectful, healthy relationships, share responsibilities in caring children.

Hence, UNFPA Azerbaijan is seeking the services of the local agencies/organizations for *organizing the Youth Camp for young men to promote gender equality and value of girls and foster their engagement in actions aimed at tackling gender stereotypes and discriminatory practices against women and girls in Azerbaijan.*

**Purpose**

The campaign is expected to engage young men as agents of change for challenging the prevailing gender stereotypes. More specifically, this initiative is seeking to conduct a series of activities promoting gender equality, equal responsibilities and care in the family, addressing son preference and increasing the value of girl children.

The stated activity is to be implemented in the frame of the two projects funded by the European Union (EU):

* "EU 4 Gender Equality: Together against gender stereotypes and gender-based violence", implemented jointly by UN Women and UNFPA; and
* “Addressing Gender-Biased Sex Selection and Related Harmful Practices in the South Caucasus: Support for Regional, National and South–South Interventions”, implemented by UNFPA.

**Responsibilities of the organizer in conducting the campaign**

The agency sub-contracted for the implementation of the subject assignment is to provide full organizational and logistical support to the activities listed below and will be specifically responsible for the following:

1. Initial orientation with UNFPA Azerbaijan CO to discuss and agree on the intervention strategies proposed. To liaise closely with the UNFPA Country Office (CO) in Azerbaijan at each stage of the project implementation;
2. To develop a detailed **gender-inclusive programme for the youth camp** aimed at contributing to promotion of gender equality, responsible fatherhood and the value of a girl child;
3. To ensure that appropriate permission is received from the local authorities for the camp;
4. Ensure Plan B is available in case of ad-hoc developments including COVID-19 pandemic related restrictions;
5. To use the most creative outreach techniques to organize the camp;
6. To identify and arrange participation of young fathers and their children;
7. To identify and contract trainers and support staff of the camp;
8. To ensure that the training materials/presentations are developed based on the resources shared by UNFPA Azerbaijan CO;
9. Use creative techniques to organize training sessions – organizers are free/most welcome to propose the alternative format for conducting the training sessions;
10. To provide full organizational and logistical support for the four days/three nights camp to ensure that transportation of all participants to/from the camp is organized, a venue/facility is available to accommodate up to 40 participants, meals and coffee-breaks are provided for all camp days and necessary equipment for the camp activities is supplied;
11. To ensure safety and security of the participants during their stay in the summer camp;
12. To ensure healthcare providers and necessary kits are available during camp period;
13. To provide UNFPA CO with the registration/participant list of the sessions;
14. To provide pre- and post-evaluation of the training;
15. To widely spread the information about and ensure the visibility of the campaign in social media to attract public attention to the activity;
16. To ensure visibility and acknowledgement of UNFPA and EU throughout the activity, in media coverage and printed materials if any;
17. To ensure that the communication materials, actions and messages delivered are used only upon approval of the UNFPA Azerbaijan CO and do not compromise UNFPA mandate;
18. To provide UNFPA CO with the comprehensive narrative and financial reports, including supporting documents, video and photo materials.

**Deliverables:**

* Four-day camp’s detailed programme;
* # of communication products produced (e.g. print publications, e-publications, videos/PSAs, promo materials, etc.)
* # of people reached;
* Photos and videos taken during the events;
* Comprehensive final narrative and financial reports.

**Contract duration:**

*September 2022*

**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. Naila Jafarova* |
| Tel Nº: | *+99412 4922470* |
| Fax Nº: | *+99412 4922379* |
| Email address of contact person: | [*njafarova@unfpa.org*](mailto:njafarova@unfpa.org) |

The **deadline for submission of questions is 12.08.2022, 18:00 PM**, 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 organization’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 and technical proposal, are to be sent in hardcopy by mail in sealed and stamped envelope or by e-mail to the contact person indicated below no later than: **August 15, 2022, at 12:00 PM Baku time.**

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Ms. Yegana Ismailova* |
| Email address of contact person: | [*ismailova@unfpa.org*](mailto:ismailova@unfpa.org) |
| UNFPA Office address: | *3, UN 50th Anniversary Street. AZ1001, Baku, Azerbaijan* |

Please note the following guidelines for electronic submissions:

* The following reference must be indicated on the envelope or in the email subject line:

**RFQ Nº UNFPA/AZE/RFQ/22/013 – “Youth’ Camp” for young male groups to sensitize them on gender equality issues and promote value of girls.** 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 shall 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**

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/AZE/RFQ/22/013 |
| **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:

|  |  |  |
| --- | --- | --- |
| Item | Description | |
| **Professional fees** | | |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| ***Total Contract Price*** | | AZN |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ Nº UNFPA/AZE/RFQ/22/013 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.

|  |  |  |
| --- | --- | --- |
|  | 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)