Date: June 13, 2024

REQUEST FOR QUOTATION

RFQ Nº UNFPA/AZE/RFQ/2024/014

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 increase the capacity of Gender Based Violence outreach workers to sensitively engage communities for facilitating access of women and girls to case management services.’

Position: local agencies/organizations to oversee training sessions for Gender Based Violence outreach workers, enhancing their ability to sensitively engage communities and facilitate access to case management services for women and girls.

SCOPE OF WORK OF THE ASSIGNMENT:

*UNFPA Azerbaijan CO will engage specialized institutions to provide training to increase the capacity of Gender Based Violence outreach workers, aiming to sensitively engage communities and facilitate access to case management services for women and girls.*

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 governments across the world for combating gender-based violence. UNFPA has been at 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 the 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 the 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 enhanced capacities of GBV outreach workers to sensitively engage communities in a gender-transformative manner, facilitating access for women and girls to case management services. UNFPA's commitment extends to tackling social and gender norms, promoting positive change, and guaranteeing the provision of inclusive support services. This strategic endeavor aligns with the overarching objective of the project, ensuring that outreach workers involved in addressing gender-based violence receive the necessary guidance and resources to effectively fulfill their responsibilities.

In accordance with this commitment, UNFPA seeks collaboration with national institutions to provide trainings for GBV outreach workers in 4 regions of Azerbaijan (Baku, Absheron-Khizi, Ganja-Dashkesen, Karabakh) which entails equipping them with essential skills to offer survivor-centered assistance, ensure safety, and uphold confidentiality during referrals. Additionally, the initiative aims to provide outreach workers with the training on raising awareness about GBV and Sexual and Reproductive Health (SRH). Furthermore, it seeks to educate outreach workers in Psychological First Aid techniques to promptly assist and refer survivors of violence. Lastly, the project aims to empower outreach workers to spearhead community-based campaigns in collaboration with GBV service providers and fellow community outreach workers.

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 primary objective of this assignment is to enhance capacities of GBV outreach workers in sensitively engaging communities to facilitate access for women and girls to case management and other essential services reflected in GBV referral pathways.

**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 engaged in the action.
* Draft the detailed intervention plan with the project outputs/deliverables, project management structure, timelines, indicators to monitor the progress, and responsible staff members.
* Training for outreach workers on Survivor-Centered Referral
* Develop training modules and materials tailored to survivor-centered support and referral based on relevant GBV response services in GBV referral pathways.
* Identify qualified trainers/facilitators for the training sessions.
* Coordinate logistics for training sessions, including venue arrangement and scheduling.
* Monitor and evaluate the effectiveness of the training.
* Provision of training on Integrated GBV/SRH Awareness Raising
* Develop comprehensive training modules on GBV and SRH awareness-raising.
* Identify appropriate trainers with expertise in GBV and SRH.
* Organize training sessions, ensuring alignment with the project's objectives and participant needs.
* Provide ongoing support and supervision for participants as they implement learned skills.
* Provision of training on Psychological First Aid:
* Develop training materials and sessions focused on Psychological First Aid techniques.
* Identify certified trainers with expertise in Psychological First Aid.
* Organize training sessions, ensuring accessibility for outreach workers.
* Establish mechanisms for ongoing support and debriefing for outreach workers providing direct support to survivors.
* Enable outreach workers to facilitate Community-Based Campaigns
* Develop guidelines and materials for community-based gender-transformative campaigns.
* Provide training and guidance to outreach workers on campaign planning and execution.
* Facilitate collaboration between outreach workers, GBV service providers, and community members in campaign development.
* Monitor and evaluate the impact of community-based campaigns, adjusting strategies as needed to ensure effectiveness.
* 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:

* Comprehensive intervention plan outlining the reviewed modules and materials.
* Training modules and materials aligned with best practices and evidence-based approaches.
* Training of 600 outreach workers (150 per project district).
* Interim and final programme and finance reports.

**Eligibility criteria:**

* Legal registration with the Ministry of Justice of the Republic of Azerbaijan and availability of a valid registration certificate.
* Demonstrated experience in implementing projects related to gender equality, women's empowerment, and/or addressing GBV.
* Expertise in providing training and capacity-building initiatives, particularly in the areas of survivor-centered support, GBV, SRH and Psychological First Aid.
* Ability to work collaboratively with local stakeholders, including GBV service providers and community organizations.
* Ability to operate in the target areas specified by the project, with a focus on reaching vulnerable populations, including women and girls in underserved communities.
* Evidence of previous successful engagements in similar projects;
* Availability of qualified trainers and facilitators with relevant expertise in GBV, SRH, and psychosocial support with a comprehensive understanding of applicable international best practices and standards.
* At least 3 years of experience in providing GBV response services to vulnerable groups of the population.
* Prior experience working with UN agencies or international organizations is an advantage.

**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:

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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 **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 2024/014 To provide trainings aimed at increasing the capacity of Gender Based Violence outreach workers to sensitively engage communities and facilitate access to case management services for women and 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 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/2024/014 |
| **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/2024/014 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.

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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)