*Date: August 18, 2021*

REQUEST FOR QUOTATION

RFQ Nº UNFPA/AZE/RFQ/21/017

Dear Sir/Madam,

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

Organization of a Campaign on occasion of the International Day of the Girl Child for improving public awareness on the negative consequences of the sex selection abortions as well as addressing son preference and promoting the value of a girl child.

*The services requested are to be implemented in the framework of the Project “Addressing Gender-Biased Sex Selection and Related Harmful Practices in the South Caucasus: Support for Regional, National and South–South Interventions”, funded by the European Union (EU).*

This Request for Quotation is open to all legally-constituted companies 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 child birth is safe and every young person’s potential is fulfilled.

UNFPA works to raise awareness about population ageing and the need to harness its opportunities and address its challenges. To read more about UNFPA, please go to: [UNFPA about us](http://www.unfpa.org/about-us)

1. **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.*

**Background**

Gender-biased sex selection has emerged since the early 1990s as a widespread practice in parts of the Eastern Europe and Central Asia (EECA) region and now constitutes a significant challenge to the countries affected. The preference of many parents for sons, combined with the use of modern technologies and declining fertility, has skewed the normal ratio between male and female births in several countries, mostly in the South Caucasus and parts of South-Eastern Europe. As a result, an estimated 171,000 girls are already ‘missing’ in the region, and there has been a growing surplus of men.

The Resolution of the Parliamentary Assembly of the Council of Europe (1829 (2011)) has highlighted the Republic of Azerbaijan among few European countries with the alarmingly high skewed sex ratios at birth (SRB) caused by sex selective abortions favoring male population. Official data on sex ratio at birth produced by State Statistics Committee for 2020 confirms this trend: 114 males to 110 females born while the biological norm of the sex ratio at birth is 105-106 males to 100 females.

UNFPA projects[[1]](#footnote-1) that by 2050 there will be 12,000 to 15,000 more boys than girls born each year if the sex ratio at birth remains high. If such an increase in the number of men and boys continues or further deterioration is observed, the country will soon face its negative impact including, for example, a wider gender gap in education, reduction in the proportion of women in the labour market, less gender diversity (masculinization) in all spheres of public life. Such masculinization will impede promotion of women and lead to increased levels of crime, including human trafficking.

To mitigate the negative impact of this phenomenon to the future structure of population a massive advocacy and awareness raising campaign should be undertaken to engage both the decision-makers and the population in general, with special focus on youth, in the efforts aimed at combating the phenomena.

**Purpose**

To complement further to improving public awareness on the negative consequences of the sex selection abortions as well as addressing son preference and promoting the value of a girl child, UNFPA is planning to conduct a campaign on occasion of the International Day of the Girl Child. The campaign is aimed at triggering off discussions in social and conventional media about GBSS as well as communicating messages challenging and transforming traditional social perceptions and stereotypes on the roles of men and women in family and society. The campaign is planned for the period October 5-15, 2021.

This activity will be implemented in the framework of UNFPA project on Addressing Gender-Biased Sex Selection and Related Harmful Practices in the South Caucasus, funded by the European Union (EU).

**Responsibilities of the organizer**

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 get familiar with the UNFPA Azerbaijan CO training manual on sensitizing community members on the skewed sex ratio at birth;
3. To develop a context specific outline of the proposed intervention strategies of the campaign. Ensure Plan B is available in case of toughened restriction given the COVID-19 pandemic.
4. To widely spread the information about and ensure the visibility of the campaign in social and traditional media to attract public attention to the campaign;
5. To use the most creative and outreach techniques to organize the campaign – subject to the approval of UNFPA Azerbaijan CO;
6. To engage celebrities, opinion leaders and influencers to challenge gender stereotypes and promote the value of a girl child;
7. To ensure that all technical issues, including but not limited to appropriate permissions are well addressed prior the campaign rolls out;
8. To ensure visibility and acknowledgement of UNFPA and EU throughout the campaign, in media coverage and printed materials if any;
9. To ensure that the actions and messages delivered through the campaign are used only upon approval of the UNFPA Azerbaijan CO and do not compromise UNFPA mandate;
10. To provide regular updates to UNFPA CO on the progress achieved alongside the comprehensive narrative and financial reports, including video and photo materials.

**Deliverables:**

* 10-day campaign’s action plan developed and presented to UNFPA CO;
* The deliverables related to the campaign programme submitted to UNFPA CO;
* The photos and videos are taken during the campaign period and shared with UNFPA CO;
* Comprehensive final narrative and financial reports submitted to UNFPA CO upon completion of the campaign.

**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 awareness raising activities/campaigns on various social issues, including gender equality;
* Have demonstrated capacity to organize and run national level campaigns, festivals, publicity actions.

**Contract duration:**

**September 24 – October 21, 2021**

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:Ismailova@unfpa.org) |

The deadline for submission of questions is **September 21, 2021, 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 to the contact person indicated below no later than: Monday**,** **September 22, 2021 at 12:00 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 017/2021 – Organization of the Campaign on occasion of the International Day of the Girl Child. 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 Head of Office 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/21/017 |
| **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/21/017 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)

1. UNFPA (2015). Population Projections, 2014-2050: Different Sex Ratio at Birth Scenarios in Azerbaijan. [↑](#footnote-ref-1)