



Date: 28 October 2024

REQUEST FOR QUOTATION RFQ N^o UNFPA/FJI/RFQ/24/038

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Sexual and Reproductive Health (SRH) Policy, Strategy and cost Implementation Plan for Cook Islands”.

UNFPA requires the provision of a suitably qualified and experienced service provider to undertake the development of Sexual and Reproductive Health (SRH) Policy, Strategy and Implementation Plan for Cook Islands

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 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](#)

II – Terms of Reference (ToR)

Objectives and scope of the Services

The United Nations Population Fund Pacific Sub-Regional Office in Fiji in its new 7th multi-country programme (MCP7) is focused on strengthening integrated and comprehensive Sexual and Reproductive Health and Reproductive Rights (SRHR) agenda. This is aligned to the UNFPA Corporate Strategy aimed at accelerating the three Transformative Results of zero unmet need for family planning, zero preventable maternal deaths, and zero gender-based violence, in line with the Sustainable Development Goals (SDGs) and the 2050 Strategy for the Blue Pacific Continent. Two of the critical outputs of the new MCP7 are i) strengthened, integration of sexual and reproductive health and reproductive rights and prevention of and response to gender-based violence into relevant policies, plans, financing mechanisms, and accountability frameworks; and ii) Improved availability, accessibility, and quality of integrated SRH/RR and GBV information and services as part of Universal Health Coverage, especially for remote and vulnerable populations, including adolescents, youth and people with disabilities across the humanitarian-development continuum.

In Cook Islands, significant strides have been made towards achieving SRHR goals outlined in international commitments. Universal access to SRH is improving in the Cook Islands, as evidenced by 100% skilled birth attendance rate. This has contributed to notable reductions in maternal mortality and neonatal mortality in Cooks Island. Recent data indicates that Cook Island has achieved the zero maternal mortality rate and has also met the neonatal mortality rate target of 12 per 1,000 live births.

However, despite these gains, significant challenges persist in Cook Islands. Limited access to information and services, cultural norms, and economic factors contribute to the low modern Contraceptive prevalence rates (mCPR) and increase rate of teenage pregnancies. As per the National Health Information Bulletin 2019-2020, contraceptive prevalence rate is low around 17% and the extent of unmet need for family planning is unknown. Adolescent birth rate has increased from 15 in 2013 to 25.3 in 2020. The National Violence against

Women (VAW) Studies 2005-2020 for PICs, reveal an average of 33% of women in Cook Islands has experienced sexual or physical violence at the hands of their intimate partners in their lifetime, compared to an average of 27% globally. Noncommunicable diseases (NCDs) and their risk factors are a major challenge for public health in Cook Islands. Cook Islands is witnessing upward rising trend in sexually transmitted infections, challenging the achievement of the SDGs and the Pacific countries’ Healthy Islands Vision.

Addressing these complex SRHR issues requires sustained commitment to comprehensive healthcare policies and targeted interventions that are culturally sensitive and responsive to the diverse needs of Pacific communities. On behalf of Cook Islands Ministry of Health, UNFPA Pacific seeks a suitably qualified and experienced service provider to undertake the development of Sexual and Reproductive Health (SRH) Policy, Strategy and Implementation Plan for Cook Islands.

WORK TO BE PERFORMED

Key Deliverable
<ul style="list-style-type: none"> ▪ Prepare a draft inception report outlining the detailed methodology and workplan/ timeline (Gantt chart) to complete this assignment, and finalize based on feedback received
<ul style="list-style-type: none"> ▪ Undertake a literature review on recent global, regional and local evidence in the field of SRH and national policy and programmatic developments/issues that have a bearing on SRH in Cook Islands
<ul style="list-style-type: none"> ▪ Undertake consultations and key informant discussions with stakeholders in Cook Islands to get information on implementation of the policy and to feed into the draft policy, strategy and implementation plan document
<ul style="list-style-type: none"> ▪ Facilitate a stakeholders’ consultation meeting to validate preliminary findings and solicit inputs for the development of the draft policy, strategy and implementation plan for Cook Islands
<ul style="list-style-type: none"> ▪ Draft updated comprehensive SRH policy for Cook Islands along with strategy and implementation plans with clearly defined targets and time frame which will include: <ul style="list-style-type: none"> a. Specific and clear goals, objectives and expected outcomes. b. A wide range of universal and targeted actions based on most recent evidence particularly evidence-based interventions of the Global strategy for Women’s, Children’s and Adolescents’ Health; c. A sustainability plan for contraceptives procurement d. Monitoring and evaluation plan identifying clear and measurable indicators in line with National Development Plans, SDG and Healthy Islands Monitoring Framework indicators, baseline and target values, sources of information, and assessment timeframe
<ul style="list-style-type: none"> ▪ Lead validation of the draft policy, strategy and implementation plan to get stakeholders’ inputs

- Update the draft SRH policy, strategy and implementation plan based on results from the workshop and then finalize based on feedback received and submit to the Ministry of Health for endorsement.
- Develop a PowerPoint presentation that will be used for dissemination of the policy, implementation plan and monitoring framework

1. PLACE OF PERFORMANCE

The service provider is intended to travel to countries for conducting the validation workshops. Final deliverables are intended to be delivered remotely. The travel costs will need to be included in the proposal.

2. TIMELINES

15 Nov 2024 to 30 Oct 2025

3. REPORTING REQUIREMENTS

The project coordinator of the selected contractor will be expected to provide an updated status on a fortnightly basis. Formal reporting (the final governance document and presentation) is expected upon completion of the contract. Additional reporting activities may be requested by UNFPA Pacific or initiated by the project coordinator on a need basis.

4. PERFORMANCE MONITORING

The Contractor will be evaluated on:

- their capacity to deliver products of an optimal technical quality within the agreed timelines;
- the control of the costs;
- their proper and smooth project management (including communication with the Technical Officer, the Project Lead and any other stakeholder);
- their service orientation and responsiveness to UNFPA's needs and expectations.

5. CHARACTERISTICS OF THE SERVICE PROVIDER

i. Status

The Contractor shall be a nonprofit institution operating in the field of SRHR/ maternal and newborn health/ communicable disease/cancer control/STI with preference to those who are located within the PICs or partnered with local PIC agencies.

ii. Accreditations

An accreditation or an on-going accreditation process by a certified accreditation body would be an asset (desirable).

iii. Previous experience

Mandatory:

- Proven experience in the field of SRHR projects, especially in the Pacific islands region;
- Working in or with PIC governments;
- Managing multiple simultaneous projects and staff;
- Policy development, especially SRHR;
- Previous work with UNFPA, other international organizations and/or major institutions in the field of public health.

Desirable:

- Based in the Pacific islands
- Specific examples of development of SRHR policies or plans in PICs
- Having contact/focal persons within PICs
- Staffing

The selected contractor is expected to dedicate the following human resources to the project:

- A project manager of an adequate level of qualification and experience (please attach resume to your proposal) shall be dedicated to the project.
- The designated project manager should be the same throughout implementation.
- UNFPA Pacific pays utmost attention to the level of qualification and experience of the individuals involved, and to continuity in the services. The profiles (no individual names required) of the personnel proposed for these services should be included in the technical proposal.

8. FURTHER CAPACITIES

Technical Skills and Knowledge

Essential:

- Understanding of the public health, medicine, international development Studies and Public Policy
- Health Problem
- Health policy development and health strategic planning
- SRH program in Pacific context
- Knowledge and experience of research on socio-economic issues in Pacific region
- Gender equity and social inclusion.

Desirable:

- Health care environment of small island developing states
- Health system analysis
- Pacific islands culture and international relationships
- Conducting gender analysis

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>Ashika Mishra</i>
Email address of contact person:	amishra@unfpa.org

The deadline for submission of questions is **Wednesday 30 October 2024 at 5.00pm Fiji Time**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested services and have legal capacity to enter into a contract with UNFPA to perform in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.

- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

IV. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

- Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- Signed Declaration Form, to be submitted strictly in accordance with the document.
- 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.

V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form and are to be sent by email to the address indicated below no later than: **Monday 04 November 2024 at 5.00pm Fiji Time.**

Contact person at UNFPA:	<i>Procurement & Admin Associate</i>
Secured email address:	psro.bidding@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/FJI/RFQ/24/038 – Sexual and Reproductive Health (SRH) Policy, Strategy and cost Implementation Plan for Cook Islands.** Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email 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.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

VI. 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.

VII. Award Criteria



In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract on a fixed-cost basis with duration of eleven months (11 months) to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

VIII. 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.

IX. 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.

X. 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, 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 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](#).

XI. 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](#).

XII. 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, Anjali Sen, Director & Country Representative In Fiji a.i at sen@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, Supply Chain Management Unit at procurement@unfpa.org.

XIII. 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°:	UNFPA/FJI/RFQ/24/038
Currency of quotation:	USD
Delivery charges based on the following 2020 Incoterm:	Choose an item.
Validity of quotation:	
<i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

- Quoted rates must be **inclusive of all taxes.**

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
1. Professional Fees					
<i>Total Professional Fees</i>					\$\$
2. Out-of-Pocket expenses					
<i>Total Out of Pocket Expenses</i>					\$\$
Total Contract Price <i>(Professional Fees + Out of Pocket Expenses)</i>					\$\$

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/FJI/RFQ/24/ 038 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	

DECLARATION FROM

The undersigned, being a duly authorized representative of the Company represents and declares that:

1.	The Company and its Management ¹ have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>

¹ “Management” means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.

3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (<i>creating a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (<i>being a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

Date:

Name and Title:



Name of the Company:

UNGM N°:

Postal Address:

Email:



United Nations Population Fund
Pacific Sub-Regional Office
414 Victoria Parade, Suva, Fiji Islands
Email : amishra@unfpa.org
Website : www.unfpa.org

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](#)