



Date: May 06, 2025

REQUEST FOR QUOTATION RFQ N° UNFPA/FJI/RFQ/25/010

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Reproductive Maternal New-Born Child & Adolescent Health (RMNCAH) Policy, Strategy and Costed Implementation Plan for Tonga”.

UNFPA requires the provision of suitably qualified and experienced service provider to undertake the review of the Reproductive Maternal New-Born Child & Adolescent Health (RMNCAH) Policy, Strategy and costed Implementation Plans for Tonga.

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](http://unfpa.org/about-us)

II – Service Requirements/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 the 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 sexual and reproductive health and reproductive rights and prevention of and response to gender-based violence integrated 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 Tonga significant strides have been made towards achieving SRHR goals outlined in international commitments. Universal access to SRH is improving in Tonga, as evidenced by high antenatal care coverage (95%) and high skilled birth attendance (98%). This has contributed to notable reductions in neonatal mortality rate (NMR), with Tonga's NMR currently at 5 %, which is below the SDG target of 12/1000 live births. Furthermore, Tonga has integrated sexual and reproductive health into primary healthcare programs. Despite progress in these areas, Tonga continues to face significant sexual and reproductive health (SRH) challenges: The country's contraceptive prevalence rate remains low, at 15%; The unmet need for family

planning among women aged 15-49 is above 20%; and adolescent birth rates have risen from 25 per 1,000 women aged 15-19 in 2006 to 30 in 2019. Limited access to contraceptives and low demand for family planning services contribute to these issues. Furthermore, Tonga's maternal mortality ratio of 183/100,000 live births exceed the Sustainable Development Goal (SDG) target of 70 maternal deaths per 100,000 live births. Inadequate quality of care, partly due to a shortage of SRH personnel, and limited capacity to deliver SRH commodities and services to remote areas due to distance and high transportation costs for referrals, exacerbate maternal mortality and morbidity. High rates of gender-based violence (GBV), non-communicable diseases (NCDs), and associated risk factors, including cervical cancer caused by the Human Papilloma Virus (HPV), further impede 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. UNFPA Pacific recognizes the critical need to develop robust RMNCAH policies to create an enabling environment to ensure equitable access to quality SRHR services and to address the unique SRHR needs of women, children, and adolescents to improve health outcomes and overall well-being of people. On behalf of the Tonga Ministry of Health, UNFPA Pacific therefore seeks a suitably qualified and experienced service provider to undertake the review of the Reproductive Maternal New-Born Child & Adolescent Health (RMNCAH) Policy, Strategy, and costed Implementation Plans for Tonga.

WORK TO BE PERFORMED

Key Deliverable for Tonga	
<ul style="list-style-type: none"> ▪ Review and update the draft comprehensive RMNCAH policy for Tonga Islands along with strategy, implementation plan, and M&E framework 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 the most recent evidence, particularly evidence-based interventions of the Global strategy for Women's, Children's and Adolescents' Health. c. A sustainability plan for contraceptive procurement d. Monitoring and evaluation plan identifying clear and measurable indicators in line with National Development Plans, SDGs, and Healthy Islands Monitoring Framework indicators, baseline and target values, sources of information, and assessment timeframe e. Costed implementation plan 	August 2025
Lead validation of the draft policy, strategy, costed implementation plan, and M&E plan to get stakeholders' inputs	October 2025
Update the draft RMNCAH policy, strategy, costed implementation plan, and M&E plan based on results from the workshop, and then finalize	November 2025

based on feedback received and submitted to the Ministry of Health for endorsement.	
Develop a PowerPoint presentation that will be used for the dissemination of the policy, costed implementation plan, and monitoring framework	November 2025

1. PLACE OF PERFORMANCE

The service provider intends to travel to the country to conduct consultation and validation workshops. Final deliverables are intended to be delivered remotely. The travel costs will need to be included in the proposal.

2. TIMELINES

Tentative contract duration from 01 June 2025 to 30 November 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 ongoing accreditation process by a certified accreditation body would be an asset (desirable).

iii. Previous experience

Mandatory:

- Proven experience in the field of SRHR policy development, 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 the 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 your resume to your proposal) shall be dedicated to the project.
- The designated project manager should be the same throughout implementation and across all PICs.
- 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 public health, medicine, international development Studies, and Public Policy
- Health Problem
- Health policy development and health strategic planning
- RMNCAH program in the Pacific context
- Knowledge and experience of research on socio-economic issues in the 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 **Thursday, 08 May, 5.00 pm 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 contact person indicated below no later than: Wednesday, 21 May 2025 at 5.00 pm Fiji Time.

Name of contact person at UNFPA:	<i>Ashika Mishra</i>
Email address of contact person:	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/25/010 – Reproductive Maternal New-Born Child & Adolescent Health (RMNCAH) Policy, Strategy and Costed Implementation Plan for Tonga**. 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 a duration of six (6) 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, Ms. Bidisha Pillai, Director and Representative at pillai@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).

XIV. Personal Data Protection

In addition to the publishing of the contract award in accordance with the UNFPA Procurement Procedures as from time to time updated or modified by UNFPA, available at:

<https://www.unfpa.org/resources/procurement-procedures> (or such other URL as UNFPA may from time to time decide) as reflected in this document, the proposer acknowledges and agrees that UNFPA may process, collect, use, store, transfer and publish (“process”) the proposer’s information and data relating to, or in connection with this solicitation exercise (the “Information”) for purposes of evaluating all offers received in response to the solicitation exercise, including the subsequent contracting (the “Specified Purposes”).

UNFPA will not process the proposer’s Information in a form that could identify an individual (“Personal Data”) except to the extent necessary to achieve the Specified Purposes. UNFPA will process Personal Data in accordance with the UN Personal Data Protection and Privacy Principles adopted by the United Nations on 11 October 2018, available at:

<https://archives.un.org/sites/archives.un.org/files/un-principles-on-personal-data-protection-privacy-hlcm-2018.pdf> (or such other URL as the United Nations may from time to time decide), the UNFPA Policy and Procedures on Personal Data Protection (the “UNFPA DP Policy”) as from time to time updated or modified by UNFPA, available at

<https://www.unfpa.org/admin-resource/unfpa-policy-and-procedures-personal-data-protection> (or such other URL as UNFPA may from time to time decide) and any guidance notes, guidelines, procedures, directives or other documentation issued by UNFPA pursuant to or in connection with the UNFPA DP Policy. The proposer will comply with the applicable data protection laws to which the proposer is subject in the processing of personal data and will ensure an adequate level of personal data protection essentially equivalent to the standard reflected in the UNFPA DP Policy.

PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/FJI/RFQ/25/010
Currency of quotation:	
Delivery charges based on the following 2020 Incoterm:	Choose an item.
Validity of quotation: (The quotation shall be valid for a period of at least 3 months after the submission deadline.)	

- Quoted rates must be inclusive of all taxes and charges.

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

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/25/010 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:



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

Name of the Company:

UNGM N°:

Postal Address:

Email:



United Nations Population Fund
Pacific Sub-Regional Office
414 Victoria Parade, Suva, Fiji Island
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](#)