



Date: 24 July 2024

REQUEST FOR PROPOSAL RFP N° UNFPA/BTN/RFQ/24/001

SECTION I

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Conduct study on harmful social norms that impede gender equality”.

UNFPA Country office would like to hire a **national professional services consultancy firm/institution** to conduct a nationwide study on social and gender norms related to gender, child marriage and gender-based violence (GBV). The UNFPA Country office in collaboration with UNICEF, UNDP and WHO (UN Bhutan) in Bhutan, along with the National Commission for Women and Children are jointly implementing this project.

SECTION II

A. INTRODUCTION

BACKGROUND

In Bhutan, two out of every five women in the country have experienced one or more forms of intimate partner violence in their lifetime (NHS 2023). Approximately 26 per cent of women in Bhutan get married before reaching the age of 18 (NHS 2010). Clearly GBV is still pervasive in Bhutan with far reaching consequences for individuals, family and society at large. Yet it is vastly under reported due to harmful social and gender norms around acceptance of violence and other gender related norms.

Social norms are the implicit and informal rules that most people accept and follow. They are influenced by our beliefs, economic circumstances and sometimes by the rewards and sanctions we might expect for either adhering to or disobeying them. While gender norms are subset of social norms that describe how we are expected to behave as a result of the way we or others identify our gender, including non-binary gender-fluid identities.

Gender norms often reflect and reinforce unequal gender relations, usually to the disadvantage of women and girls, but also to those men and boys and people of diverse gender identities who do not conform to prevailing gender norms. Gender norms intersect with other norms and inequalities related to age, race and ethnicity, class, disability, sexual orientation and religion, among other factors.

Harmful social norms and inequitable gender norms plays an important role in perpetuating or preventing gender-based violence and harmful practices such as child marriage, often negatively affecting women and adolescent girls’ overall wellbeing, and educational attainments. Additionally, beliefs about acceptance of violence and practices such as child marriage among others are important in shaping social and gender norms around these issues.

OBJECTIVE

The study aims to examine prevailing social and gender norms related to gender division of roles, GBV, child marriage and other related norms, and provide recommendations to address harmful norms and beliefs that perpetuate gender inequality.

OUTPUTS/ DELIVERABLES

The study will cover 6 dzongkhag from 3 Regions. It will entail conducting workshops, a set Focus Group Discussion, In-depth Interview, a Quantitative Survey. The firm will have to deliver the following:

Deliverable 1: Inception Report (5 working days following award of contract)

The survey firm shall submit an electronic copy of the inception report to UNFPA which should include a detailed methodology including tools to be used to gather data/information, quality assurance, mechanism of data /information collection, pilot testing, roles and responsibility of team members and key milestones. The inception report should also detail the fieldwork plan including the following:

- Final Work Plan with Gantt Chart
- Composition of field team
 - Number of enumerators
 - Number of field-supervisors
 - Qualifications and trainings
- Expected tasks, responsibilities, and schedule of delivery of each member of the team.
- Number of visits per household (Three visits per household may be needed in some cases to allow for interrupted surveys, revisions of incomplete or inconsistent information, and quality control).
- The expected time each team will spend in a Primary Sampling Unit (PSU).

The Technical Committee will provide the survey firm with the selected PSU along with the finalized Questionnaire (Both quantitative and qualitative)

The survey plan must detail:

- Training plan for supervisor and enumerator including pretest. The training should include training of the questionnaire, use of CAPI, Enumeration Area (EA) Map reading, use of listing form and household selection form.
- Transportation and lodging logistics
- Sample Control File for data collection in each PSU
- Household listing and household selection file.
- Protocol for confirming that the location has been correctly identified
- Supervision and spot check plans to ensure adherence to data collection protocols and confirm quality of data collection and entry
- Protocols and procedures for addressing data inconsistencies/miss-reporting when identified.

This Field Work Plan should be presented to the Technical Committee for comment and revised as necessary before commencing fieldwork. The Firm must then implement the survey, adhering as closely to the plan as conditions allow. As field conditions dictate significant changes to these plans, the Survey Firm's Field Supervisors are obliged to inform the Technical Committee members via the Survey Firm's management, in the form of a written report or progress report.

Therefore, the inception report shall constitute the first deliverable to be submitted by the consulting firm. The report shall provide a clear and concise approach with content, quality, substance and details of the survey. It will provide a methodology that includes questionnaires, tools, quality assurance mechanism, pre-test, roles and responsibilities of the key members, survey execution plan and structure of the report to be submitted within two weeks from contract signing.

Deliverable (2): Completion of the enumerators’ training and Preliminary Report (Pre-test report)

Two outputs are expected:

- Pre-testing the social norm questionnaire, including timing of modules, comments from interviewers and supervisors.
- Necessary changes to the questionnaire based on the comments from the pre-test.

Conduct a one-day meeting for all supervisors and enumerators engaged during the Pretest of the social norm questionnaire. This meeting should allow the team to discuss any problems related to supervision, fieldwork organisation, skip patterns, and CAPI issues for the progress report. Then revise the questionnaire accordingly after incorporating changes and comments received during the meeting.

Deliverable (3): Raw and cleaned dataset for Quantitative Survey, Recording and Verbatim for the Qualitative Survey

The complete data will be submitted including the raw data from the field and edited/cleaned data with appropriate codes.

Final Listing form and Household selection form to be used for weighting of the quantitative survey.

Deliverable (4): Draft Report, Validation meeting and presentation

The firm shall facilitate the consultative workshop no later than 10 days upon submission of the draft report and make the presentation and highlight the methodology and results of the social norm study. The first draft of the study to be submitted after incorporating comments from the stakeholders.

Deliverable (5): Final Social Norm Report

The firm is required to submit the study reports in soft and two hard copies to UNFPA CO in a complete design and printable form.

The consulting firm is required to produce all the deliverables during the contract period.

The report should be professionally designed and should include infographics.

Payment schedule:

The payments will be made in four tranches as agreed in the work plan.

Sl. No	Deliverable	Payment
1	Submission and agreement of the Inception report	20 %
2	Submission of Pre-test report	30 %
3	Submission of Draft report	20 %
4	Submission and finalization of Final report	30 %

ACTIVITIES

The firm will engage in the following activities:

- Quantitative Questionnaire design in CAPI:
 - Design the questionnaire interface in CAPI: The finalized questionnaire will be provided to the firm, and the firm will need to design the finalized questionnaire in CAPI and upload on the CAPI Platform for data collection.
 - The firm will be provided with tablets for data collection.
- Training of enumerator (*The technical working group members will support facilitation of training on the technical aspects of the study)
- Pretest test
- Data collection:
 - Quantitative Survey: The finalized questionnaire will be provided to the firm, he/she will need to design the finalized questionnaire in CAPI and upload it on the CAPI Platform for data collection. Data collection using CAPI should ensure incorporation of bounds for numeric values, set up logic checks and quality checks for rejection of quantitative interviews, as well as any further refinements. Priority will be given to platforms that allow for capture of GPS points using a combination of mobile data and satellite capture technology of GPS.
 - Qualitative Survey: The firm will be provided with guiding questions for qualitative survey. However, the firm should be able to adapt these to the context and flow of discussion during the FGD and in-depth interview. The firm should also document and submit transcripts and recordings (verbatim) from these interviews.
- Weighting: Prepare weights for the survey and merge it with the final dataset. The selected Primary Sampling Unit (PSU) will be provided to the consultant and the consultant will need to prepare the weight for the selected PSU after the survey.
- Data Processing and Cleaning: Final data to be cleaned and weighted for the analysis.
- Report writing and Analysis: The analysis of the data should use both qualitative and quantitative data including data triangulation.
- The firm will report directly to NCWC and UNFPA. All communication on behalf of the firm should be made by the team lead.
- Bi-weekly progress report with NCWC and technical working group required.

INPUTS

Contribution from UN Bhutan and implementing partner

The firm will be provided with pre-designed survey tools including questionnaires and sampling. The firm will be responsible only for tasks outlined in the scope below.

Government will provide the consultant with the following where necessary:

- Office space to work
- Any logistical support for data collection.
- Provide access to documents and support meetings with stakeholders when and where necessary.

- **Qualifications and team composition**

The team should at least consist of a team leader, gender expert and a data analyst and enumerators.

Qualification of Team Lead

- A team leader with a minimum of master's degree or equivalent in data science, demography, statistics, anthropology, sociology, development and social studies, human rights, gender or another related technical field.
- More than five years of professional technical experience in conducting studies/ surveys (qualitative and quantitative)
- Experience in designing questionnaires, sampling, data collection and management using CAPI
- Strong analytical and writing skills, ability to conceptualize, plan and prepare analytical plans.
- Expertise in communications and facilitation skills, including the capacity to conduct consultative meetings and consolidate key points, engaging in evidence-based policy dialogue with Government and other key stakeholders. Fluency in English language with excellent writing skills.
- Excellent technical experience in socio-economic research.
- Prior experience in similar assignments or conducting nationwide surveys would be an advantage.

Qualification of data analyst

- Master's degree or equivalent in data science, demography, statistics, and relevant fields.
- Minimum of 5 years of professional technical experience in conducting studies/ surveys particularly programme evaluations.
- Strong analytical and writing skills, ability to conceptualize, plan and prepare analytical plans.
- Expertise in communications and facilitation skills, including the capacity to conduct consultative meetings and consolidate key points, engaging in evidence-based policy dialogue with Government and other key stakeholders. Fluency in English language with excellent writing skills.
- Excellent technical experience in social research.
- Prior experience with similar assignments completed would be an advantage.

Qualification of gender expert

- A bachelor's degree in gender studies, anthropology, and relevant fields.
- At least 5 years of professional experience in gender equality and women's empowerment, GBV, and sexual and reproductive health.
- Experience in gender and GBV reports, research, data collection and analysis, including interviews, surveys and focus group discussions is an asset.
- Experience in the development and delivery of training programs, evaluation, and consultations workshops preferable from gender perspectives.
- Knowledge of women's human rights instruments (international and national).

Qualification of Enumerator

University Graduate with an experience of participation in a similar survey.

Language and other skills:

- Excellent writing, editing and communication skills;

- Computer skills, including internet navigation skills and various office applications;
- Ability to work in a team of diverse stakeholders.
- Fluency in any other language (local dialect) will be an asset.

TIMING/SCHEDULE

The contract is expected to be signed on **19th August 2024**. The duration of the contract is expected to be for a period of 45 working days spread over three months.

Confidentiality

The Consultant/Consultancy Firm must maintain confidentiality of all matters relating to this assignment including the official correspondence with the NCWC and other agencies working in the related assignment. Unless otherwise authorized by an appropriate official of the NCWC, the Consultancy Firm shall not communicate any information that has not been made public but known to the Consultancy Firm because of their association with the NCWC at any time to media or any other institutions, individuals or other external authorities. Furthermore, the Consultancy firm shall not use such information without the written authorization of NCWC for any other purpose, and these obligations shall remain even after the completion of the assignment. Failure to abide by this Clause shall be dealt with as per the appropriate laws of the Kingdom.

Copyright

The copyright of the final product of this assignment will remain with the National Commission for Women and Children, Royal Government of Bhutan.

B. QUESTIONS

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>Tara Monger, Programme & Admin Associate</i>
Tel N°:	<i>02-322424</i>
Email address of contact person:	monger@unfpa.org

Any questions or requests for clarifications should be made before **5th August 2024 by 5:30 PM Bhutan time**. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

C. ELIGIBLE BIDDERS

This Request for Proposal 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, “Conduct study on harmful social norms that impede gender equality” and have legal capacity to enter a contract with UNFPA to deliver services and deliverables mentioned above in the country.
- A bidder must not have a conflict of interest regarding the solicitation process or with the requirements and deliverables mentioned above. Bidders found to have a conflict of interest shall be disqualified.

- At the time of Bid submission, the bidder, including any 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](#).

SECTION III

I. Content of Proposal

Proposal should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid & Declaration separately from their Financial Bid containing the price information. Each envelope shall consist of a single email whenever possible, depending on file size.

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- a) Signed Declaration Form, to be submitted strictly in accordance with the document.
- b) Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the proposal must be signed by the bidding company’s relevant authority and submitted in PDF format.

II. 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 **9th August 2024 at 5:30pm Bhutan time**.

Name of contact person at UNFPA:	<i>Tara Monger, Programme & Admin Associate</i>
Email address of contact person:	monger@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included by the Bidder in the email subject line:
 - UNFPA/BTN/RFQ/24/001 – [Company name], Technical Bid
 - UNFPA/BTN/RFQ/24/001 - [Company name], Financial Bid
 - Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.
- It is the Bidder’s responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid’s misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.
- 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 proposal and quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any proposals and quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFP.
- It is the Bidder’s responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid’s misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.



- Please do **NOT** send the emails containing your offer to any other email address (not even as a copy (CC) or blind copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.
- 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 proposal and quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any proposal and quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

D. OVERVIEW OF EVALUATION PROCESS

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

i. Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

Criteria	[A] Maximum Points	[B] Points obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Technical approach, methodology and level of understanding of the objectives of the project	100		25%	
Work plan/time scales given in the proposal and its adequacy to meet the project objectives	100		10%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.)	100		35%	
Specific experience and expertise relevant to the assignment	100		15%	
Report writing and facilitation experience	100		15%	
Grand Total All Criteria	500		100%	

The following scoring scale will be used to ensure objective evaluation:

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

ii. Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of minimum score of **70 points** in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in RFQ submitted by the firms. All other price quotes will receive points in inverse proportion according to the following formula:

Financial score =	Lowest quote (\$)	X 100 (Maximum score)
	Quote being scored (\$)	

Total score

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.

$$\text{Total score} = 70\% \text{ Technical score} + 30\% \text{ Financial score}$$

E. CRITERIA & PAYMENT TERMS

i. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a **Professional Services Contract on a fixed-cost basis with duration of period specified above** to the Bidder that obtains the highest total score.

ii. 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.

III. Payment Terms



UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestones and deliverables linked to payment as specified in the contract.

F. 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, representative 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](#).

i. 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](#).

ii. 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, Mr. Phuntsho Wangyel, Head of Office, Bhutan Country Office at wangyel@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.

iii. 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:	
Request for quotation N°:	UNFPA/BTN/RFQ/24/001
Currency of quotation:	BTN
Validity of quotation:	
<i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from 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>					\$\$
<i>Total Contract Price</i> <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/BTN/RFQ/24/001 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.

Name and title	Date and place



DECLARATION FROM

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

		YES	NO
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:		
	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 offenses or offenses 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"/>
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"/>

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.



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
Bhutan Country Office, Thimphu
UN House, Kawajangsa
Email: monger@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](#)

Please note that a PDF version of the General Conditions of Contracts must be provided.