



United Nations Population Fund, UNFPA
 131, 31 August 1989 street,
 Chisinau, Republic of Moldova, MD-2012
 Tel: +373 79785684
 Website: <https://moldova.unfpa.org>

Date: 22/11/2024

REQUEST FOR QUOTATION

RFQ № UNFPA/MDA/RFQ/026 – Company to develop an evaluation package for programmes for perpetrators of domestic in RM and support organizing a high-level advocacy event on implementation of Art.16 of the Istanbul Convention

Dear Sir/Madam,

The UNFPA Moldova Country Office is looking to contract an International Organization/ Company to develop an evaluation package for programmes for perpetrators of domestic in RM and support organizing a high-level advocacy event on implementation of Art.16 of the Istanbul Convention.

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. In Moldova, UNFPA works in 4 main areas: Youth development, Sexual and Reproductive Health, Gender Equality and prevention of Gender-Based Violence (GBV), and Demographic Resilience. *To read more about UNFPA, please go to: [UNFPA about us](#)*

Scope of Work/Duties and Responsibilities

The overall objective of this assignment is to:

1. Assess the existing evaluation package for Perpetrators Programmes and suggest an evaluation package to ensure it aligns with best practices in promoting perpetrators accountability, behavior change and survivors safety, including:
 - the evaluation framework and methodology tailored to the Moldovan context, incorporating qualitative and quantitative indicators, information obtained from various sources (at least the perpetrator, the survivors whenever possible), and pre and post measurement.
 - culturally sensitive and linguistically appropriate data collection tools.
 - suggest a plan for data analysis and reporting, ensuring findings are actionable and inform programme improvement while prioritizing survivor safety.
2. Support the National Probation Inspectorate and NGOs to set up evidence-based risk assessment procedures, including risk assessment tools, to support practitioners determine the intensity and type of intervention required and contribute to safety planning for survivors.
3. Enhance the capacity of appointed representatives from the Probation Department and the Center for Assistance and Conciliation for Family Aggressors to effectively, ethically, and safely collect and analyze quality data related to evaluation of perpetrator programmes:
 - participate in the meetings with managers of the Probation service and the Center for Assistance and Conciliation for Family Aggressors, to present the suggested evaluation package, get their support for the implementation of the evaluation package and their feedback, and jointly agree on the evaluation model that will be applied.
 - support the Probation Department and the Center for Assistance and Conciliation for Family Aggressors to set up a framework which enables effective, ethical and safe evaluation, particularly in ensuring that the data is collected from the survivors, whenever possible.



- develop and implement the training package on implementation of effective evaluation process and tools (quantitative and qualitative).
- follow up by providing mentorship/coaching to participants as they implement data collection and analysis in their respective roles and testing the evaluation model.
- fine tune the evaluation model. Provide an example report containing analysis of the outcomes of perpetrator programmes, based on comparing baseline and midline data.

4.Support UNFPA to organize a High-Level Advocacy Event:

- collaborate with UNFPA to conceptualize the event, define objectives, and identify target audience.
- support with the selection and invitation of the strategic speakers (GREVIO, relevant international networks, organizations etc)
- support the development of evidence-based advocacy materials (reports, presentations, case studies etc.) relatable to safe and effective perpetrator programmes that addressed and changed violent behavior and enhanced the safety and well-being of GBV survivors.

Deliverables

#	Deliverables	Payment amount	Deadline
1.	<p>The evaluation package for Perpetrators Programmes developed</p> <ul style="list-style-type: none"> ● the suggested evaluation framework and methodology ● data collection tools ● the suggested plan for data analysis and reporting, <p>Probation department and the Center for Assistance and Conciliation for Family Aggressors are supported to set up a framework for effective evaluation</p> <ul style="list-style-type: none"> ● activities implemented to ensure that there is effective collaboration with women support services, and the collection of the data from the survivors ● activities implemented to ensure that the data can be collected from every client, following the developed procedures 	20 % of the contract amount	February 1st, 2025
2.	<ul style="list-style-type: none"> ● The evidence-based risk assessment procedures, including risk assessment tools developed. 	20 % of the contract amount	February 5th, 2025
3.	<p>The capacity building for representatives of probation and the Center for Assistance and Conciliation for Family Aggressors to implement the evaluation package and risk assessment tools conducted</p> <ul style="list-style-type: none"> ● the training package developed ● capacity building conducted ● the training report submitted 	20 % of the contract amount	February 15th, 2025



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4.	The analysis evaluation package is tested and fine tuned <ul style="list-style-type: none"> ● final evaluation package ● the example report on the outcomes of perpetrator programmes 	20 % of the contract amount	March 20th, 2025
5.	High-Level Advocacy Event conducted	20% of the contract amount	March 25th, 2025

All deliverables should be endorsed by UNFPA and shall be provided in English language, both in hard and electronic copies.

Institutional Arrangements

- The Company will be responsible for collecting key background materials and information; UNFPA may provide the Contractor with relevant technical support and advice during the implementation of the tasks.
- The Contractor will be expected to use their own computers and other necessary equipment as well as make its own travel arrangements for the assignment.
- The Company shall fulfill its contractual assignments under the guidance and direct coordination of the UNFPA GBV Programme Analyst.
- Deliverables shall be approved by the UNFPA GBV Programme Analyst.
- All documentation related to deliverables shall be provided by the Company in the English language.

Duration Of Work

- a) The estimated duration of works is maximum 3 months. The expected time of commencement of contract is January 2025 and shall be fully completed not later than 31st March, 2024.;
- b) UNFPA will require maximum of 14 (fourteen) days (depending on the implementation stage) to review the deliverables, provide comments, approve or certify acceptance of deliverables.

Qualifications Requirements:

The offers will be evaluated based on their compliance with the requirements specified in Section VI below. Prior to the technical and financial evaluations, the received quotation will be screen for their qualification based on the following:

1. Full Acceptance of PO/Contract General Terms and Conditions
2. Provision of all 3 (three) listed documents in line with Section IV (technical proposal, declaration form, price quotation)
3. The key-personnel proposed in the offer must include a minimum of:
 - 1 (one) TEAM Leader – responsible for the concept development, programmatic approach and overall coordination of the project
 - 1 (one) Lead Expert - with good writing skills, experience in working with state/gov institutions and knowledge of processes for organizing and conducting researches.

The Contractor could consider other non-key personnel if it is required for the successful implementation of the present assignment.

Tenderers shall provide information on the Project Team proposed to manage this assignment outlining details including:



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- a) Details of qualifications and relevant experience of each of the proposed team members;
- b) Details of their roles/responsibilities for accomplishment of the above listed tasks as well as level of effort (estimated for each staff member in working days).

II. Questions

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

Name of contact person at UNFPA:	Iurie Tarcenco
Tel No:	+373 79785684
Email address of contact person:	tarcenco@unfpa.org

The deadline for submission of questions is 05 December 2024 (Moldova local Time). Questions will be answered in writing and shared with 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 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 via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid & Declaration Form **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 / TOR, including the requested concept note.
 - 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 quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

V. Instructions for submission



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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: **06 December 2024 at 16:30 PM Moldova Local Time**¹.

Name of contact person at UNFPA:	Iurie Tarcenco
Email address of contact person:	tender.mda@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/MDA/RFQ/2024/026 – [Company name], Technical Bid
 - UNFPA/MDA/RFQ/2024/026 - [Company name], Financial Bid
 - Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.
- Partial bids are allowed under this RFQ however the Quotation shall include full number of Services under each LOT.
- Consortia bids are allowed under this RFQ (however the contract will be awarded to the main applicant of the consortium, established by the consortia agreement provided in submitted docs).
- Please submit your quotation in MDL (local suppliers) and in USD (international supplier) currency. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on [UN Operational Exchange Rate \(https://treasury.un.org/operationalrates/OperationalRates.php\)](https://treasury.un.org/operationalrates/OperationalRates.php) prevailing at the time of competition deadline.
- 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 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

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

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.

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>



Criteria	[A] Maximum Points	[B] Points obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
<p>Professional experience of the company staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.) Team leader (all criteria: 15 % pts, 1-2 criteria 5 %, 3 criteria: 10 % pts):</p> <ul style="list-style-type: none"> • University degree in Business Administration, Law, Sociology, International relations, Gender and GBV, or another related field • Experience as Task Manager in at least 4 (four) similar projects • At least 5 (five) years of experience in organizing, managing and conducting analytical studies, researches. • Working with state/governmental institutions is an asset <p>2) Lead Expert (all criteria: 15 % pts, 1-2 criteria 5 %, 3 criteria: 10 % pts):</p> <ul style="list-style-type: none"> • University degree in Sociology, International relations, Gender/GBS studies or another related fields. • Experience as Expert in at least 4 (four) similar projects • At least 5 (five) years of experience in organizing and conducting researches • Experience in working with state/governmental institutions is an asset. 	100		30%	
<p>Specific experience and expertise relevant to the assignment Have at least 5 (five) years of relevant experience in the analysis/development of initiatives with aggressors/perpetrators (or potential aggressors/ perpetrators) of GBV, especially domestic violence. (5 years – 20 % pts) Have implemented at least 5 (five) overall evidence-based analysis of programmes to prevent, address and combat gender-based violence, to produce a strategic vision on</p>	100		40%	



working with perpetrators of GBV, especially domestic violence in the last 8 (eight) years (Yes / No – 20 % pts)				
Profile of the company proposed methodology and relevance to the Project 1) The Service Provider must describe how it will address/deliver the demands of the RFQ; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work (15 %) 2) The Service Provider must show proposed implementation plan describing clearly how the activities will be undertaken together with a comprehensive and logical work plan. Demonstration of the ability to integrate evidence based assessment and novel production approaches (15 %)	100		30%	
<i>Grand Total All Criteria</i>	300		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

Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a 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 the quotation. All other price quotes will receive points in inverse proportion according to the following formula:



$$\text{Financial score} = \frac{\text{Lowest quote (\$)}}{\text{Quote being scored (\$)}} \times 100 \text{ (Maximum score)}$$

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.

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

VII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order per LOT to the Bidder(s) that obtain the highest total score.

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



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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 Karina Nersesyan at nersesyan@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).

Prepared by:

DocuSigned by:
Iurie Tarcenco
85CA7739315F46C...

Tarcenco Iurie/ Procurement Analyst

Tel. No. +373 79785684

Email: tarcenco@unfpa.org

Approved by:

DocuSigned by:
Karina Nersesyan
FDB85A2300DB4C3...

Karina A. Nersesyan, Ph.D

Representative for Republic of Moldova
UNFPA Moldova



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation №:	UNFPA/MDA/RFQ/2024/026
Currency of quotation:	MDL or USD
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	Amount (USD or MDL)	Total
Deliverables			
1.1	The evaluation package for Perpetrators Programmes developed <ul style="list-style-type: none"> • the suggested evaluation framework and methodology • data collection tools • the suggested plan for data analysis and reporting, 		
1.2	Probation department and the Center for Assistance and Conciliation for Family Aggressors are supported to set up a framework for effective evaluation <ul style="list-style-type: none"> • activities implemented to ensure that there is effective collaboration with women support services, and the collection of the data from the survivors • activities implemented to ensure that the data can be collected from every client, following the developed procedures 		
2	The evidence-based risk assessment procedures, including risk assessment tools developed.		
3	The capacity building for representatives of probation and the Center for Assistance and Conciliation for Family Aggressors to implement the evaluation package and risk assessment tools conducted <ul style="list-style-type: none"> • the training package developed • capacity building conducted • the training report submitted 		
4	The analysis evaluation package is tested and fine tuned <ul style="list-style-type: none"> • final evaluation package 		



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	<ul style="list-style-type: none"> the example report on the outcomes of perpetrator programmes 		
5	High-Level Advocacy Event conducted		
Total Contract Price			

Personnel fee breakdown (included in total contract Price)

No.	Key Personnel Fee (associated to the contract)	Fee per Day (USD or MDL)	Engagement Period(days)	Total
1	TEAM Leader			
2	Lead Expert			
Total Personnel fees				

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/MDA/RFQ/2024/026 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 ² 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"/>
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"/>

² "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.



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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"/>
7	The Company and its Management have not been included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.	<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:



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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](#)



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ANNEX II: Terms of Reference