REQUEST FOR QUOTATION
RFQ Nº UNFPA/MDA/RFQ/2020/006 Post-intervention KAP Study on Cervical Cancer Prevention

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Post-intervention KAP Study on Cervical Cancer Prevention”.

UNFPA requires the provision of the following services: Conduct a social research on public health issues with the purpose to carry out a post-intervention Knowledge, Attitudes and Practices (KAP) Study on Cervical Cancer Prevention in the Republic of Moldova as per the Terms of Reference (ToR) presented below

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver/perform in the Republic of Moldova, or through an authorized representative.

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 child birth 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

Service Requirements/Terms of Reference (ToR)

<table>
<thead>
<tr>
<th>Title</th>
<th>Company to conduct a post-intervention Knowledge, Attitudes and Practices (KAP) Study on cervical cancer prevention in the Republic of Moldova</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty Station</td>
<td>Republic of Moldova</td>
</tr>
<tr>
<td>Duration</td>
<td>July – December 2020</td>
</tr>
<tr>
<td>UNFPA Strategic Plan Outcome</td>
<td>Sexual and Reproductive Health</td>
</tr>
<tr>
<td>UNDAF Outcome</td>
<td>The people of Moldova, in particular, the most vulnerable, demand and benefit from gender-sensitive and human rights-based, inclusive, effective and equitable education, health and social policies and services</td>
</tr>
<tr>
<td>UNFPA Country Programme Output</td>
<td>Enhanced health system capacity to develop and implement policies and programmes at all levels that ensure equal access to high-quality sexual and reproductive health and reproductive rights services, including commodities by those women, adolescents and youths left furthers behind, including in humanitarian settings</td>
</tr>
<tr>
<td>Funding</td>
<td>“Cervical Cancer Prevention in Moldova” Project, co-financed by UNFPA, United Nations Population Fund, and SDC, Swiss Agency for Development and Cooperation/ Swiss Cooperation Office in Moldova</td>
</tr>
</tbody>
</table>
1. BACKGROUND

UNFPA has been active in the Republic of Moldova since 1995, and among other priorities has been actively engaged in supporting the Government’s efforts to implement an effective cervical screening programme and strengthening national capacities in this field, taking into account that cervical cancer remains among the leading causes of cancer deaths in women at the country level.

A series of interventions were supported by UNFPA, United Nations Population Fund and other partners, particularly the Swiss Agency for Development and Cooperation (SDC), International Cervical Cancer Prevention Association (ICCPA), World Health Organization (WHO) and others, with aim to strengthen the national performance in the area of cervical cancer prevention, more intensively support being provided in the last three years (2017-2020), in the framework of the “Cervical Cancer Prevention in the Republic of Moldova” Project, when the following results have been achieved:

- revised in line with current international recommendations and approved National Standard for Organizing and Functioning of the Cervical Screening Services;
- developed and approved statistical reporting forms on Cervical Screening Services;
- purchased gynecological examination simulators for all medical education institutions to build practical skills of students, residents and healthcare providers;
- purchased laboratory equipment for three healthcare facilities providing cytology and histopathology services within cervical screening;
- developed or revised & updated training curricula on cervical screening integrated into Medical Education Programmes for PHC, laboratory and colposcopy offices health personnel;
- trained healthcare personnel in cervical screening (family doctors, medical assistants, cytologists, cytoscreeners, histopathologists, colposcopists);
- established and functioning Cervical Screening Coordination Unit;
- established and functioning National Referral Colposcopy Center;
- developed the Concept and the technical specifications for Cervical Screening Registry;
- conducted pre-intervention/baseline 2018 KAP Study on Cervical Cancer Prevention in the Republic of Moldova;
- developed and implemented Communication Strategy on Cervical Cancer Prevention, considering baseline KAP Study main findings, conclusions and recommendations;
- extended partnership to support awareness increase of target population on cervical cancer prevention and demand for cervical screening services.

Thus, UNFPA jointly with other partners have supported strengthening national capacities in implementation of an organized cervical screening, contributing to increase of the population access to quality cervical screening services provided at the primary healthcare, laboratory and colposcopy offices level; as well as to increase of the target population awareness on the importance of cervical cancer prevention and demand for cervical screening services.


The KAP Study main findings, conclusions and recommendations 8 were used as evidences whilst further developing a Communication Strategy, with aim to increase awareness and knowledge of the target group of population on cervical cancer prevention, as well as demand and utilization of cervical screening services.

The campaign has included different IEC materials, as video spot broadcasted on TV and Radio, info leaflets for women, communication guidelines for doctors, social media twibbons, outdoor advertising, different organized thematic events on cervical cancer prevention etc. As part of the campaign, capacity building of 20 journalists from the most rated mass-media institutions was also conducted on how to report and cover cervical cancer prevention messages and activities. A specially designed webpage was developed and launched during this campaign – www.paptest.md, administrated by the Cervical Screening Coordination Unit.

The post-intervention KAP Study on cervical cancer prevention in the Republic of Moldova is planned to be repeated in 2020, and is envisaged to assess and compare the effect of interventions implemented in the period 2018-2020, including:

- on target beneficiaries’ level of knowledge, attitude and practices on cervical cancer prevention (including health seeking behavior in general and on accessing the cervical cancer prevention services and cervical screening ones, in particular);
- and also, on accessibility and quality of cervical screening services in the Republic of Moldova from the perspectives of target beneficiaries (quantitative data to be complemented also with qualitative data/opinion of target beneficiaries, but as well with the opinion of healthcare providers and health system key informants);

The data obtained as a result of conducting 2020 post-intervention KAP study will be used to update the evidence-based recommendations to continuously improve the access and the quality of services for cervical cancer prevention in Moldova, as well as to tailor new communication interventions, as needed, to further increase the demand for and utilization of the cervical screening services by the target population.

In this regard, an International Consultant was contracted by UNFPA, who developed the research methodology (study design, sampling, questionnaires for quantitative and interview guidelines for qualitative components of the research). With aim to obtain broad, but also profound information on the subject, a triangulation approach will be applied, complementing quantitative data obtain from a quantitative KAP survey on cervical cancer prevention, based on representative sample of the target population (women aged 25-61 years), with qualitative information obtain based on the semi-structured interviews with women from the target population, but also with cervical screening healthcare providers, and with health policy makers.

The post intervention 2020 KAP Study on cervical cancer prevention in the Republic of Moldova will be implemented in the context of the COVID-19 pandemic and in this regard all necessary measures must be undertaken by the sociological company specialized in social & health researches to be selected and contracted by UNFPA Moldova – related to protection and prevention against the spread of this virus among interviewed people and also the staff involved in study conducting (particularly in the context of data collection, but not only).

2. PURPOSE OF THE ASSIGNMENT

UNFPA Moldova Country Office is looking to contract a local Company specialized in conducting social researches on public health issues, with the purpose to carry out a post-intervention Knowledge, Attitudes
and Practices (KAP) Study on cervical cancer prevention in the Republic of Moldova, in order to compare the results of the 2020 KAP Study with the main findings of the conducted baseline KAP Survey in 2018, to assess the possible changes in dynamic occurred.

3. OBJECTIVES OF THE ASSIGNMENT

a) To conduct data collection for both quantitative and qualitative components of the post-intervention KAP Study on cervical cancer prevention in the Republic of Moldova, in accordance with the KAP Study Protocol (including study methodology and design, sampling, questionnaire and interview guidelines), developed by International Consultant contracted by UNFPA, and approved by Scientific Council of the National Agency of Public Health.

b) To conduct data processing and analysis for both quantitative and qualitative components of the post-intervention KAP Study on cervical cancer prevention in the Republic of Moldova.

c) To develop the post-intervention KAP Study Report, in line with the structure of the report developed by the International Consultant contracted by UNFPA, reflecting main findings, including changes occurred over time, considering also data of the conducted in 2018 KAP Study survey, as well as draw conclusions and make recommendations; and also to develop an infographic on the KAP study results.

d) To present the draft post-intervention KAP Study Report on cervical cancer prevention in the Republic of Moldova within the KAP Study on Cervical Cancer Prevention Coordination Committee Meeting.

e) To finalize the post-intervention KAP Study Report on cervical cancer prevention in the Republic of Moldova, based on the feedback provided by the International Consultant contracted by UNFPA, as well as representatives of the KAP Study on Cervical Cancer Prevention Coordination Committee.

f) To present the main findings of the post-intervention KAP Study on cervical cancer prevention in the Republic of Moldova, including changes occurred over time, considering also data of the conducted in 2018 KAP Study survey, as well as conclusions and recommendations, within a press conference to be held with aim to publicly announce the study results; the developed and printed infographic reflecting the main findings of the KAP Study, to be distributed to mass-media within the held press conference.

The data collected during the post-intervention KAP Study on cervical cancer prevention in the Republic of Moldova in 2020 will be compared with the results of the baseline KAP Study carried out in 2018, considering the following study objectives:

1. To identify the perception, beliefs and general practices of women in the target group on preventing health problems;
2. To determine the knowledge, beliefs and attitudes of women in the target group, on the prevention of cervical cancer through cervical screening and availability of the cervical screening services;
3. To determine the knowledge, beliefs and attitudes of women in the target group, on the prevention of cervical cancer through HPV vaccination;
4. To estimate the coverage with cervical screening of Moldovan women from the target group;
5. To identify demographic and socio-economic correlates of cervical screening behaviour;
6. To determine the level of satisfaction of women in the target group, on the access and quality of cervical screening services;
7. To determine the barriers in accessing cervical screening services and the intention of women in the target group to use screening services and follow the advice/recommendations of medical staff;
8. To identify the optimal channels and means of information and invitation to access cervical screening services, preferred by women from the target group;
9. To deepen and contextualize the aspects relevant to cervical screening from the perspective of women in the target group;
10. To identify the perspective of healthcare providers involved in the prevention of cervical cancer, and in particular in the provision of cervical screening services;
11. To determine the health experts’ perspective on development, coordination and monitoring the implementation of policy papers containing provisions on cervical cancer prevention (provisions related to organizing and functioning, financing, cervical screening services quality assurance and continuous quality improvement etc.);

12. To make evidence-based recommendations for decision-making in order to continuously improve the access and quality of cervical cancer prevention services in the Republic of Moldova;

13. To make evidence-based recommendations for further implementation as needed, of communication interventions for behavior change of the target population, in order to further increase the demand and use of cervical screening services in the Republic of Moldova.

Among others, the value of the following indicators needs to be reflected in the post-intervention 2020 KAP Study Report:

a) Percentage of women (aged 25-61 years) who know about cervical screening services (%)
b) Coverage of women (aged 25-61 years) with cervical screening services (%)
c) Coverage of women (aged 25-61 years) with follow-up services after cervical screening (%)
d) Women’ satisfaction with accessibility and quality of cervical screening services (%)

4. ACTIVITIES

In order to accomplish the above-mentioned assignment objectives, the contracted Company will have to perform the following activities:

Activity 1: Develop an Inception Report

The contracted Company is expected to deliver an Inception Report as the first key deliverable, which will be shared with UNFPA Moldova Country Office for comments and clearance. The Inception Report shall describe the conceptual framework the Company will use in conducting the post-intervention 2020 KAP Study on cervical cancer prevention, in accordance with the Study Protocol developed by the International Consultant contracted by UNFPA, validated by the KAP Study Coordination Committee lead by the Ministry of Health, Labor and Social Protection of the Republic of Moldova, and approved by the Scientific Council of the National Agency for Public Health.

Inception Report will include:

- the research team composition and the distribution of duties/responsibilities;
- a work plan that indicates the timeframe (in line with the provisions of the present Terms of Reference) - phases in conducting the post-intervention KAP Study with key deliverables and milestones, including preparatory work to be carried out prior to data collection, and particular detailed explanations on data collection;
- considering that 2020 KAP Study will be conducted in the context of COVID-19 pandemic, the inception report will expressly stipulate measures consider to be undertaken by the sociological company related to protection and prevention against the spread of this virus among interviewed people and also the staff involved in study conducting (particularly in the context of data collection, but not only);
- explain how the quality of data collection and analysis will be ensured;
- define the set of key indicators to be analyzed, based on the questions included in the structured questionnaire for quantitative component of the study developed by the International Consultant (taking into account the importance of data disaggregation by age, ethnicity, location: urban/rural etc.);
• deliberate on how the post-intervention 2020 KAP study report will be developed (based on the structure of the report developed by the International Consultant), in order to reflect introduction/background information on cervical cancer and its prevention in the Republic of Moldova, KAP study objectives, methodology, main findings, conclusions and recommendations in a clear, concise, objective and accurate format; the same explanations will be provided with regard to the Infographic on the main findings of the KAP study to be developed and distributed within press conference;

• present and give reasons for any potential limitations expected while conducting the research, and explain how they will be mitigated.

**Activity 2: Translate the questionnaire and the interview guidelines into Russian**

The contracted Company shall translate into Russian the Romanian version of the structured questionnaire for quantitative component of the post-intervention KAP survey, as well as semi-structured interview guidelines for qualitative study component – in order to facilitate the data collection in case of Russian speaking respondents.

**Activity 3: Collect KAP survey quantitative data and their analysis, synthesis and interpreting**

The contracted Company will ensure the KAP Survey data collection via face-to-face interviews respecting in this context all necessary required protection measures against COVID-19. The technical and financial offer shall include the face-to-face interviews. Should the epidemiological situation not allow face-to-face interviews, the possibility of collecting the data by phone shall be considered. Interviews shall be conducted in accordance with the Study Protocol (attached to ToR) provided by UNFPA, validated by the KAP Study Coordination Committee led by the Ministry of Health, Labor and Social Protection of the Republic of Moldova, as well as approved by the Scientific Council of the National Agency for Public Health. The training of data collectors, will be conducted also in advance in order to secure accurate data collection in the field, and also the observance of protection measures against COVID-19. The International Consultant, contracted by UNFPA, will assist the Company, if necessary, with clarifications regarding the methodology (through Skype calls and/or other communication means upon agreement). The contracted Company will ensure thorough checking of the collected data quality, and its further analysis, synthesis and interpreting, determining the value of key agreed with UNFPA Moldova Country Office indicators.

**Activity 4: Conduct semi-structured interviews, qualitative data analysis and interpreting**

In addition to quantitative data collection on cervical cancer prevention, the contracted Company will conduct semi-structured interviews with:

i) women from the target population,

ii) cervical screening healthcare providers and

iii) health policy makers/experts,

using interview guides in accordance with the research methodology provided by UNFPA. The semi-structured interviews will be tape recorded and transcribed verbatim with their further analysis, synthesis and interpreting, with aim to complement the quantitative data obtain from a quantitative KAP survey for a better understanding and reflection of the analyzed issue.

**Activity 5: Development of detailed KAP Study Report**

Based on the analyzed quantitative and qualitative data, the contracted Company will develop the draft Study Report in Romanian, in line with the study report structure, designed by the International Consultant. In order
the KAP Study Report to accurately reflect the background information on cervical cancer and its prevention in the Republic of Moldova and interpretation of the study results in the national context, the sociological company will contract, as a research team member, a National Consultant from the health sector with relevant academic background and expertise in conducting analyses in public health, including in cervical cancer prevention area. The International Consultant contracted by UNFPA will conduct an external revision of the draft KAP Study Report, providing constructive comments and suggestions on the draft document consistency, coherence, scientific soundness etc. (in track changes). Based on provided inputs, the contracted Company will revise and update, as needed the draft Study Report in Romanian version.

**Activity 6: Present the KAP Study Report at the KAP Study Coordination Committee Meeting**

Contracted Company will develop a Power Point presentation and will present the post-intervention 2020 KAP Study main findings, conclusions and recommendations within the KAP Study Coordination Committee Meeting that will be organized to discuss and validate the results of the conducted study. Based on provided within the meeting comments and suggestions, the contracted Company will finalize the Study Report in Romanian.

**Activity 7: Present the KAP Study main findings, conclusions and recommendations within a press conference to be organized in order to publicly announce the results of the study**

Contracted Company will present within a press conference, the study’s main findings and conclusions, to be organized with the support of the UNFPA and the Ministry of Health, Labor and Social Protection. Within the press conference the developed Infographic reflecting main findings of the 2020 KAP Study will be distributed to mass-media representatives.

**Activity 8: Translate into English the 2020 KAP Study Report on cervical cancer prevention in the Republic of Moldova and ensure the design and layout of the KAP Study Report**

Final Romanian version of the post-intervention KAP Study Report and also the Infographic reflecting main findings of the 2020 post intervention KAP Study, will be translated into English by the contracted Company. The design and layout of the 2020 KAP Study Report on cervical cancer prevention in the Republic of Moldova, will be also ensured by the contracted Company, to be submitted in electronic format to the UNFPA Moldova Country Office.

5. **DELIVERABLES AND TIMEFRAME**

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Inception Report developed and submitted to the UNFPA Moldova Country</td>
<td>7 August 2020</td>
</tr>
<tr>
<td>Office for comments and clearance</td>
<td></td>
</tr>
<tr>
<td>2. Questionnaire and interview guides translated into Russian</td>
<td>7 August 200</td>
</tr>
<tr>
<td>3. Quantitative data collected and analyzed</td>
<td>7 October 2020</td>
</tr>
<tr>
<td>4. Qualitative data collected and analyzed</td>
<td>7 October 2020</td>
</tr>
<tr>
<td>5. Detailed draft Study Report developed and submitted to UNFPA Moldova</td>
<td>21 October 2020</td>
</tr>
<tr>
<td>Country Office in Romanian</td>
<td></td>
</tr>
</tbody>
</table>
6. Study Report updated in Romanian by the sociological company, based on the International Consultant feedback, and submitted to UNFPA Moldova Country Office

30 October 2020

7. Post-intervention 2020 KAP Study Report presented by the sociological company at the KAP Study Coordination Committee Meeting and finalized based on the feedback received

6 November 2020

8. Post-intervention 2020 KAP Study results (including infographic on the main findings and conclusions of the study) presented at the press conference by the sociological company

12 November 2020


7 December 2020

6. MANAGEMENT ARRANGEMENTS AND COLLABORATION WITH INTERNATIONAL CONSULTANT CONTRACTED BY UNFPA

UNFPA Moldova Country Office will contract a selected local Company, experienced and specialized in conducting social researches related to public health issues. The contracted Company will designate a Team Leader, accountable for timely delivery of qualitative results to accomplish the objectives of the assignment in line with the present Terms of Reference provisions. The Team Leader shall be in regular communication with UNFPA Moldova Country Office, coordinating all relevant issues with the UNFPA Project Officer on Cervical Cancer Prevention.

Post-intervention 2020 KAP Study on cervical cancer prevention in the Republic of Moldova will be conducted based on Study Protocol developed by the International Consultant contracted by UNFPA Moldova Country Office, validated by the KAP Study Coordination Committee led by the Ministry of Health, Labor and Social Protection, and approved by the Scientific Council of the National Agency for Public Health.

International Consultant will assist the Company, if necessary, with clarifications regarding the study methodology (through Skype calls and/or other communication means upon agreement). International Consultant will conduct the external revision of the draft Study Report, providing constructive comments and suggestions on the draft document consistency, coherence, scientific soundness etc. (in track changes). Based on provided inputs, the contracted Company will update the detailed Study Report. The contracted Company will present the KAP Study main findings, conclusions and recommendations during the KAP Study Coordination Committee Meeting to be organized in order to discuss and validate the results of the post-intervention 2020 KAP Study on cervical cancer prevention in the Republic of Moldova, as well as during the press conference to be held with aim to announce the main findings and conclusions of the study – both events will be organized with the support provided by the UNFPA and the Ministry of Health, Labor and Social Protection.

7. TIMING (DURATION OF WORK)

Assignment will be conducted in the following period: from the date the Contract enters into force until 7 December, 2020. Deliverables are expected to be submitted in accordance with the provisions of p. 5 “Deliverables and Timeframe” of the present Terms of Reference.

8. PAYMENT CONDITIONS
Contracted Company will be paid a fixed lump sum for the provision of services and payment will be made in two installments as follows:

- 1st installment – 50 % - upon submission and approval by the UNFPA of deliverables # 1, 2, 3, 4, and 5.
- 2nd installment – 50 % - upon submission and approval by the UNFPA of deliverables # 6, 7, 8 and 9, and upon certification by the UNFPA Moldova Country Office of satisfactory completion of the tasks and successful performance.

9. PROPERTY RIGHTS

United Nations Population Fund (UNFPA) will have the ownership of all deliverables produced during the respective assignment (including the database of the post-intervention 2020 KAP Study), and may use them for further purposes, other than provided in this ToR. The contracted Company may not publish or disseminate the final product, or any other documents produced, without express permission from and acknowledgment of the UNFPA.

II. Questions

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

<table>
<thead>
<tr>
<th>Name of contact person at UNFPA:</th>
<th>Diana Selaru, Administrative and Finance Associate, Procurement Focal Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address of contact person:</td>
<td><a href="mailto:selaru@unfpa.org">selaru@unfpa.org</a></td>
</tr>
</tbody>
</table>

The deadline for submission of questions is 02 July 2020, 23:59 (Moldova local time). Questions will be answered in writing and shared with parties as soon as possible after this deadline.

III. Content of quotations

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

a) Technical proposal, in response to the requirements outlined in the service requirements / TORs. Technical proposal shall include:
   - Technical approach and level of understanding of the objectives of the assignment in line with the deliverables as per the ToR.
   - Work plan / time scale given in the proposal and its adequacy to meet the objectives of the assignment in line with the deliverables as per the ToR.
   - Copy of organization’s registration certificate.
   - Organization’s profile including experience in similar assignment by outlining the capacity in conducting social researches in public health related issues, as well as previous working experience with UN Agencies in Moldova.
   - Statement of Satisfactory Performance of Letters of Recommendations from minimum 2 (two) clients or business partners obtained in the last three years.
   - Resumes (CVs) of Key Personnel, comprising information requested as per evaluation criteria.

b) Price quotation in USD (exclusive of VAT), 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.
IV. 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: Thursday, 09 July 2020, 23:59 (Moldova local time).1

<table>
<thead>
<tr>
<th>Name of contact person at UNFPA:</th>
<th>Irina Dragutanu, Designated Bid Receiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address of contact person:</td>
<td><a href="mailto:tender.mda@unfpa.org">tender.mda@unfpa.org</a></td>
</tr>
</tbody>
</table>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: RFQ Nº UNFPA/MDA/RFQ/2020/006 – Post-intervention KAP Study on Cervical Cancer Prevention. 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.

V. 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.

---

### General profile of the Company and relevance to the assignment:
- Legally registered in the Republic of Moldova;
- At least 5 years of proven professional experience on the national market in conducting sociological researches;
- Working experience with UN Agencies and other donor organizations would be an advantage.

#### [A] Maximum Points: 100
#### [B] Points attained by Bidder: 100
#### [C] Weight (%): 15%
#### [B] x [C] = [D]: 15

### Work plan/time scales given in the proposal and its adequacy to meet the objectives of the assignment

#### [A] Maximum Points: 100
#### [B] Points attained by Bidder: 100
#### [C] Weight (%): 20%
#### [B] x [C] = [D]: 20

### Specific experience of the Company and expertise relevant to the assignment:
- At least 3 years of professional track records in conducting researches in public health area (quantitative and qualitative components);
- Previous experience in conducting KAP surveys;

#### [A] Maximum Points: 100
#### [B] Points attained by Bidder: 100
#### [C] Weight (%): 30%
#### [B] x [C] = [D]: 30

### Technical approach and level of understanding of the objectives of the assignment

#### [A] Maximum Points: 100
#### [B] Points attained by Bidder: 100
#### [C] Weight (%): 15%
#### [B] x [C] = [D]: 15

### Professional experience of the staff that will be employed to the project, with proved expertise in required areas and related processes, and namely: in all related to conducting researches processes (quantitative and qualitative components), as well as conducting analysis in public health area (one national expert in cervical cancer prevention and control shall be part of project staff). CV’s of staff involved in the assignment shall be submitted as part of the application.

#### [A] Maximum Points: 100
#### [B] Points attained by Bidder: 100
#### [C] Weight (%): 20%
#### [B] x [C] = [D]: 20

### Grand Total All Criteria

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General profile of the Company and relevance to the assignment:</td>
<td>100</td>
<td>100</td>
<td>15%</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Work plan/time scales given in the proposal and its adequacy to meet the objectives of the assignment</td>
<td>100</td>
<td>100</td>
<td>20%</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Specific experience of the Company and expertise relevant to the assignment:</td>
<td>100</td>
<td>100</td>
<td>30%</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Technical approach and level of understanding of the objectives of the assignment</td>
<td>100</td>
<td>100</td>
<td>15%</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Professional experience of the staff that will be employed to the project, with proved expertise in required areas and related processes, and namely: in all related to conducting researches processes (quantitative and qualitative components), as well as conducting analysis in public health area (one national expert in cervical cancer prevention and control shall be part of project staff). CV’s of staff involved in the assignment shall be submitted as part of the application.</td>
<td>100</td>
<td>100</td>
<td>20%</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td><strong>Grand Total All Criteria</strong></td>
<td>500</td>
<td>500</td>
<td><strong>100%</strong></td>
<td><strong>100%</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted</th>
<th>Points out of 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Significantly exceeds the requirements</td>
<td>90 – 100</td>
</tr>
</tbody>
</table>

**UNFPA/PSB/Bids/Request for Quotation for Services/RFQ/ RFQ Complex Services [0718 – Rev03]**

11 of 18
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.

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

VI. 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 to the Bidder that obtain the highest total score.

VII. 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.

VIII. 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.

IX. 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.

X. 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.

XI. 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, Dr. Nigina Abaszada, UNFPA Representative at abaszade@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XII. 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).

Thank you and we look forward to receiving your quotation.

NAME, FUNCTIONAL TITLE:

Nigina Abaszada, UNFPA Resident Representative

Signature: __________________________ DATE: ______________

24-Jun-2020
## PRICE QUOTATION FORM

Name of Bidder:

Date of the quotation:  
Click here to enter a date.

Request for quotation Nº:  
UNFPA/MDA/RFQ/2020/006

Currency of quotation:  
USD

Delivery charges based on the following 2010 Incoterm:  
Choose an item.

Validity of quotation:  
(The quotation must be valid for a period of at least 3 months after the submission deadline)

- Quoted rates must be **exclusive of VAT and all taxes**, since UNFPA is exempt from taxes.
- **Note: You may add as many lines as required.**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit of measure (ex. day, hour, person etc.)</th>
<th>Quantity</th>
<th>Unit rate, USD</th>
<th>Total, USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable 1: Inception Report developed and submitted to the UNFPA Moldova Country Office for comments and clearance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Professional Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1 Expert 1 <em>(please specify)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2 Expert 2 <em>(please specify)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3 Expert 3 <em>(please specify)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub-Total Professional Fees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$$$</td>
</tr>
<tr>
<td>2. Other expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1 <em>(please specify)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2 <em>(please specify)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3 <em>(please specify)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub-Total Other Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$$$</td>
</tr>
<tr>
<td><strong>Total Deliverable 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$$$</td>
</tr>
</tbody>
</table>

Deliverable 2. Questionnaire and interview guides translated into Russian

1. Professional Fees

1.1 Expert 1 *(please specify)*

1.2 Expert 2 *(please specify)*

1.3 Expert 3 *(please specify)*

**Sub-Total Professional Fees** $\$$

2. Other expenses

2.1 *(please specify)*

2.2 *(please specify)*

2.3 *(please specify)*

**Sub-Total Other Expenses** $\$$

**Total Deliverable 2** $\$$

Deliverable 3. Quantitative data collected and analyzed

1. Professional Fees

1. **Note:** Additional details or requirements may be included as necessary.
1.1 Expert 1 *(please specify)*  
1.2 Expert 2 *(please specify)*  
1.3 Expert 3 *(please specify)*  

**Sub-Total Professional Fees** $$

2. **Other expenses**  
2.1 *(please specify)*  
2.2 *(please specify)*  
2.3 *(please specify)*  

**Sub-Total Other Expenses** $$

**Total Deliverable 3** $$

### Deliverable 4. Qualitative data collected and analyzed

1. **Professional Fees**  
1.1 Expert 1 *(please specify)*  
1.2 Expert 2 *(please specify)*  
1.3 Expert 3 *(please specify)*  

**Sub-Total Professional Fees** $$

2. **Other expenses**  
2.1 *(please specify)*  
2.2 *(please specify)*  
2.3 *(please specify)*  

**Sub-Total Other Expenses** $$

**Total Deliverable 4** $$

### Deliverable 5. Detailed draft Study Report developed and submitted to UNFPA Moldova Country Office in Romanian

1. **Professional Fees**  
1.1 Expert 1 *(please specify)*  
1.2 Expert 2 *(please specify)*  
1.3 Expert 3 *(please specify)*  

**Sub-Total Professional Fees** $$

2. **Other expenses**  
2.1 *(please specify)*  
2.2 *(please specify)*  
2.3 *(please specify)*  

**Sub-Total Other Expenses** $$

**Total Deliverable 5** $$

### Deliverable 6. Study Report updated in Romanian by the sociological company, based on the International Consultant feedback, and submitted to UNFPA Moldova Country Office

1. **Professional Fees**  
1.1 Expert 1 *(please specify)*  
1.2 Expert 2 *(please specify)*  
1.3 Expert 3 *(please specify)*  

**Sub-Total Professional Fees** $$

2. **Other expenses**  
2.1 *(please specify)*  
2.2 *(please specify)*  
2.3 *(please specify)*  

**Sub-Total Other Expenses** $$

**Total Deliverable 6** $$
Deliverable 7. Post-intervention 2020 KAP Study Report presented by the sociological company at the KAP Study Coordination Committee Meeting and finalized based on the feedback received

<table>
<thead>
<tr>
<th>1.</th>
<th>Professional Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Expert 1 <em>(please specify)</em></td>
</tr>
<tr>
<td>1.2</td>
<td>Expert 2 <em>(please specify)</em></td>
</tr>
<tr>
<td>1.3</td>
<td>Expert 3 <em>(please specify)</em></td>
</tr>
</tbody>
</table>

Sub-Total Professional Fees $$

<table>
<thead>
<tr>
<th>2.</th>
<th>Other expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td><em>(please specify)</em></td>
</tr>
<tr>
<td>2.2</td>
<td><em>(please specify)</em></td>
</tr>
<tr>
<td>2.3</td>
<td><em>(please specify)</em></td>
</tr>
</tbody>
</table>

Sub-Total Other Expenses $$

Total Deliverable 7 $$

Deliverable 8. Post-intervention 2020 KAP Study results (including infographic on the main findings and conclusions of the study) presented at the press conference by the sociological company

<table>
<thead>
<tr>
<th>1.</th>
<th>Professional Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Expert 1 <em>(please specify)</em></td>
</tr>
<tr>
<td>1.2</td>
<td>Expert 2 <em>(please specify)</em></td>
</tr>
<tr>
<td>1.3</td>
<td>Expert 3 <em>(please specify)</em></td>
</tr>
</tbody>
</table>

Sub-Total Professional Fees $$

<table>
<thead>
<tr>
<th>2.</th>
<th>Other expenses – printing services</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td><em>(please specify)</em></td>
</tr>
<tr>
<td>2.2</td>
<td><em>(please specify)</em></td>
</tr>
<tr>
<td>2.3</td>
<td><em>(please specify)</em></td>
</tr>
</tbody>
</table>

Sub-Total Other Expenses $$

Total Deliverable 8 $$


<table>
<thead>
<tr>
<th>1.</th>
<th>Professional Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Expert 1 <em>(please specify)</em></td>
</tr>
<tr>
<td>1.2</td>
<td>Expert 2 <em>(please specify)</em></td>
</tr>
<tr>
<td>1.3</td>
<td>Expert 3 <em>(please specify)</em></td>
</tr>
</tbody>
</table>

Sub-Total Professional Fees $$

<table>
<thead>
<tr>
<th>2.</th>
<th>Other expenses – printing / production services</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td><em>(please specify)</em></td>
</tr>
<tr>
<td>2.2</td>
<td><em>(please specify)</em></td>
</tr>
<tr>
<td>2.3</td>
<td><em>(please specify)</em></td>
</tr>
</tbody>
</table>

Sub-Total Other Expenses $$

Total Deliverable 9 $$

Total Contract Price $$
I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/MDA/RFQ/2020/006 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.

<table>
<thead>
<tr>
<th>Name and title</th>
<th>Date and place</th>
</tr>
</thead>
</table>

Click here to enter a date.
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.