



Date: April, 12, 2021

**REQUEST FOR QUOTATION
RFQ N° UNFPA/MDA/RFQ/2021/005**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Develop and implement a Communication Campaign in the area of life skills and healthy behaviors of students from Vocational Education and Training (VET) institutions in the Republic of Moldova”.

UNFPA requires the provision of the following service: Develop and implement an awareness raising campaign as per the Terms of Reference (ToR) presented below, on key issues regarding life skills and healthy behaviors targeting students in 12 Vocational Education and Training (VET) institutions in the Republic of Moldova, with the aim to increase the level of knowledge and awareness, on modern contraception use, with a separate focus on condom use, prevention of teenage pregnancy, mental health and psychological wellbeing, prevention and reporting of GBV/sexual harassment and abuse and other behavioral risks, as well as regarding the existing support services for youth and the importance of life skills for their job readiness. As a result of their increased knowledge and awareness on the above mentioned issues, it is expected that young people will improve their knowledge and attitudes and adopt safe behaviors and a healthy lifestyle.

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)

1. BACKGROUND

UNFPA supports the Ministry of Education, Culture and Research in strengthening the role of the education system in the whole development of teenagers and young adults in the Republic of Moldova, preventing risky behaviors, developing life skills, promoting a healthy lifestyle and preventing gender based violence by ensuring access to information and education having as guidelines international and EU standards.

Joint achievements include the revision of the curriculum of the optional subject "Health Education" and the compulsory subject "Biology", teachers’ training, development of teaching and learning materials, including the digital ones, the annual organization of the conference on the role of school in student health education, strengthening peer education and community mobilization in order to promote health education.

The positive experience in the field of general education has encouraged the expansion of support in the field of technical vocational education. According to statistics, 43,564 students are studying in technical vocational institutions. Graduates of VET face several employment or self-employment challenges.

In order to empower VET students (boys and girls, including the vulnerable and those with disabilities) to practice safe reproductive health behaviors and adopt a healthy lifestyle, UNFPA has joined forces with the Austrian Development Agency and is implementing the pilot project "*Develop life skills and healthy behaviors of students in Vocational Education & Training for their development and job readiness*". The project is implemented in 12 VET schools (annex 1) between 2020 and 2022 and supports the achievement of objectives in the reformed VET system, through a simultaneous investment in health education based on the development of life skills in students and creating a safe learning and development environment. Thus, VET graduates will have a favorable environment and skills to capitalize on their knowledge and facilitate the transition from school to work.

In order to know exactly what are the health-related behaviors among VET girls and boys, but also how they can negatively or positively influence the completion of studies and employment, a study was conducted to assess knowledge, attitudes and practices on the health and life skills of students in technical vocational education, the results of which are presented in this report.

The results of the study will serve also to develop the strategic direction of the communication campaign.

Research objectives included:

- (1) assessing young people's knowledge, attitudes and practices related to healthy and risky behaviors;
- (2) estimating the social skills of young people, especially those who can develop social welfare;
- (3) identifying the life skills of young people in their socio-economic context;
- (4) assessment of employment skills.

87.6% of young people surveyed studied the course "Decisions for a healthy lifestyle", the curriculum of which includes a complex approach to health topics, safe behaviors and dwells upon them in terms of developing life skills. At the same time, in order to comparatively analyse the impact of the course on the level of knowledge, attitudes and practices of adolescents, 12.4% of respondents were selected from students who did not study this discipline.

The study was conducted among 923 students aged 15-19 from 4 centers of excellence, 7 colleges and 9 vocational schools, a total of 20 VET institutions (12 institutions - part of the project and 8 control institutions). Girls accounted for 63% of respondents, and boys - 37%. 2/3 of the study participants come from rural areas, and 1/3 have at least one parent who went abroad to work.

For a complete and in-depth understanding of the study results, there were also 2 focus-group discussions with trainers and teachers from technical vocational education institutions and 3 discussions with students, including people with disabilities.

The study reveals some important facts to be taken into account:

General health and body hygiene

Boys and girls in VET institutions manifest a worrying state of mental health, increased during the COVID-19 pandemic, frequent signs of illness and a limited knowledge regarding symptoms of illnesses.

Although most students highly appreciated their health, 37.7% of them reported two or more signs of illness more frequently than once a week. The indicator is significantly higher among girls than among boys (44.2% and 26.7%, respectively). This discrepancy can be explained by the limited knowledge of students about the symptoms of illness, which can negatively influence the access to medical services within optimal time and their long-term health.

Students also reported a worrying state of mental health. During the COVID-19 pandemic, 1/4 of all students felt much more stressed. Girls report this condition more frequently (30.8%) than boys (17.6%). From the

students' perspective, the health problems faced by young specialists during professional practice and at work are increased stress, including due to lack of experience, visual disturbances, overwork and obesity. Trainers and teachers completed this list with backache, hand or foot pain, intellectual fatigue, lack of physical endurance.

Among the students, in the top sources of information and education in the field of health is the Internet, followed by the media, disciplines that comprise information about a healthy lifestyle, doctors, Youth Friendly Health Centers, friends and relatives. Just over half of the students know about the Youth Friendly Health Centers, where they can access information and free and accessible services to young people, and only 1/3 of the total respondents visited a Youth Friendly Health Center.

An important aspect in maintaining health is body hygiene. Only half (49%) of students in VET institutions brush their teeth more often than once a day, while intimate hygiene is observed daily by the absolute majority (93.3%) of students.

Nutrition and physical activity

The health status of young people is precarious due to a lack of physical activities and a lack of healthy eating pattern models.

According to the World Health Organization, important health skills include healthy eating and physical activity (at least 60 minutes a day). Thus, the results reveal that:

- Only 4 out of 10 students eat breakfast daily;
- Less than half of them consume fruit and vegetables daily (44.7%);

Data on physical activity is very worrying. Only 1 in 8 students engage in physical activity daily, and 1 in 4 students - only once a week or not at all. Compared to boys, girls do physical activities 2 times less often.

Substance use (tobacco, alcohol, drugs)

While referring to the last 30 days, a worrying number of students admitted to have consumed alcohol, tobacco, cannabis and some of them confirmed the use of high risk drugs.

The proportion of students who have used different substances in the last 30 days is:

- 15.5% of students consumed tobacco-based cigarettes for 1-2 days and more, with a higher incidence in boys of 31.4%, compared to girls - 6.2%. A similar trend is evident in the case of e-cigarette consumption.
- 43.3% consumed alcoholic beverages 1-2 days and more;
- 12.8% of respondents were at least once in a state of pronounced intoxication;
- 2.2% used cannabis;
- 1.1% used synthetic drugs (ethno-botanical - spices, salts, etc.);
- 1.4% used intravenous drugs.

Sexual behavior

Adolescents are at high risk for a number of negative health consequences associated with early and unsafe sexual activity. A relatively large number of students confirmed to be sexually active while an alarming number of them are either not aware or not willing to use methods of protection while the incidence of frequent partners is very high. Also a distinct number of forced first sexual contact was reported.

- 36.5% of students (53.4% being boys and 26.6% - girls) reported being sexually active. For 3.6% of young people, the first sexual intercourse was forced, with a higher share among girls (5.8%) than among boys (1.6%).

Most boys had their first sexual contact at the age of 15 (46.2%), and most girls - at 17 (43.9%). Every third boy and girl started having sex at 16 years old.

- Sexually active students used condoms only in 75.8% of cases at first contact and in 73.3% of cases - at last sexual contact. Thus, 1 in 4 students is not protected against sexually transmitted infections, including HIV.
- Contraceptive pills are used, on average, in 8% of cases.

The data show that young people frequently have sex with an occasional partner:

- Boys: 41.8% (on average, 3 occasional partners in the last 12 months). Of the total number of cases, 20% of these sexual acts were performed without the use of a condom;
- Girls: 14.2% (on average, 3 occasional partners in the last 12 months), of which 37% being sexual intercourse without using a condom.

Prevention of unplanned pregnancies

High level of adolescent pregnancy among young women in VET institutions.

The data shows that phenomenon of adolescent pregnancy among student girls in VET institutions in quite present. One in 5 girls who got pregnant dropped out the education because of the pregnancy. Very few of the students are properly informed regarding the contraceptive methods, boys being less informed compare to girls.

This situation is a consequence of risky sexual behaviors, which, as can be seen, in almost a third of cases lead to dropping out of school. Consequently, these girls, without a profession, involved for a longer period in raising and caring for the child, are limited in opportunities for development and professional achievement compared to their peers.

Asked about how to prevent an unplanned pregnancy,

- only 18.45% of respondents (21.3% girls and 13.5% boys) correctly indicated all appropriate methods to prevent unplanned pregnancy;

Just over half of the respondents (60%) know where they can benefit from free condoms, with a higher share among boys - 79.8% and 49.7%, respectively - among girls.

Sexually transmitted infections, including HIV

A low level of knowledge about HIV / AIDS increases the discrimination level against people living with HIV. While the large majority of the respondents have shown a lack of knowledge regarding HIV/AIDS, a troubling number of them share stereotypes and discriminatory attitudes towards HIV infected persons.

Only 1 in 10 young people knows basic information about HIV, with a higher share among girls - 11.5% and 7.3%, respectively - among boys.

The lowest level of knowledge in students refers to stereotypes related to HIV infection.

Knowledge, attitudes and practices on gender-based violence

Only 20.6% of the surveyed students are aware of all forms of gender-based violence. More advanced knowledge was shown by girls - 23.7%, compared to boys - 15.2%.

In the last 12 months, 48.3% of respondents were exposed once and more often to at least one form of gender-based violence.

On average, 20% of respondents (24.6% boys and 17.3% girls) reported that they had been subjected to at least one form of sexual abuse in the last year (touching the body in a sexual way, forced sexual intercourse, made to view pornographic images, sharing personal images of an intimate nature).

1/3 of girls and boys applied at least once on other people at least one form of violence. Among boys this behavior was insignificantly higher than among girls - in 32.3% and 28.5% of cases, respectively.

Social and employment skills

Students in VET institutions, especially in vocational schools, have poor social and employment skills.

An alarming number of students don't have social and employment skills making them vulnerable to unemployment and the situation seems to be more problematic in vocational schools when compared to colleges and centers of excellence.

As a result of the analysis, it was found that only 1/5 (20.9%) of the respondents have well-developed interpersonal skills and only 11.3% have developed skills that can help them get hired. Thus, about half of the students

- do not have the ability to work efficiently independently - 43.4%;
- do not have the ability to work as part of a team - 46.8%;
- do not have the ability to listen carefully to learn - 52.5%;
- do not have the ability to work with people with different abilities and in different environments - 55.4%.

1. LEARNING AND ACTIVITY CONTEXT

Unhealthy behaviors of the young people from VET are generated by the context of their living and studying conditions. The respondents have proved to be quite aware of their needs and very specific regarding the improvements that could be made in the technical vocational education system. This underlines that some of their unhealthy behaviors are generated by the context of their living and studying conditions.

In order to increase the healthy development of young people in VET institutions, students indicated:

- the need to strengthen emotional support and encouragement from teachers;
- identification by teachers of health problems, including mental health, and referral to the specialist, involvement of parents;
- rational organization of the study process, especially in the context of the pandemic crisis;
- increasing the conditions for healthy eating, hygiene and sports;
- teaching health promotion classes only in an interactive, interesting, age-appropriate way.
- Students with special needs advocated for more intensive medical supervision of health and more active psychological assistance.

NOTE. The Study is available to be consulted in details by the PR/Communication companies upon request. The success of the communication campaign will be evaluated by comparing the results of the baseline Study on Knowledge, Attitudes and Practices conducted in 2020 with the results of a similar KAP Study to be conducted in 2021.

2. PURPOSE OF THE ASSIGNMENT

UNFPA Moldova Country Office is looking to contract a local PR/Communication Company with the purpose to develop and implement an awareness raising campaign as per the Terms of Reference presented herewith on key issues regarding life skills and healthy behaviors targeting students in 12 Vocational Education and Training institutions in the Republic of Moldova, with the aim to increase the level of knowledge and awareness, on modern contraception use, with a separate focus on condom use, prevention of teenage pregnancy, mental health and psychological wellbeing, prevention and reporting of GBV/sexual harassment and abuse and other behavioral risks; as well as regarding the existing support services for youth and the importance of life skills for their job readiness. As a result of their increased knowledge and awareness on the above mentioned issues, it is expected that young people will improve their behaviours, adopt a healthy lifestyle that will contribute to their successful graduation and smooth integration on the labour market and adaptation to the work place environment.

3. OBJECTIVES OF THE ASSIGNMENT

1. To increase the knowledge regarding the key issues underlined in KAP study: HIV/ITS prevention, modern contraception use, violence prevention and reporting, adolescent pregnancies prevention, mental health and psychological well-being and encourage positive behaviour change;
2. To increase awareness of the main target groups on the availability and accessibility of existing support services in the area of youth health and development (the Network of Youth Friendly Health Centres (Youth Clinics), the Network of Youth Centres);
3. To promote the importance of life skills education for better development and job readiness of young people studying in VET schools.

4. EXPECTED DELIVERABLES

The communication campaign will include but not be limited to the following activities, to be developed and implemented by the contractor:

- a) Activities and events

1.1 Elaborate the overall concept and action plan of the communication campaign, based on the findings of the KAP study and the ToRs objectives.

An essential role in the campaign should be attributed to representatives of Peer to peer network of educators in VET, Youth friendly health centers, youth centers, and special communication activities will be identified to engage them in promoting the messages of the campaign.

1.2 Elaborate the key messages for each target group and the appropriate communication channels for each of them

The company is expected to develop the messages of the campaign addressing the following issues identified in the KAP study:

- The low degree of knowledge by the target group about STIs prevention;
- Lack of knowledge regarding pregnancy prevention methods;
- Low use of condoms + other modern contraception;
- Mental health and psychological well being
- Alarming situation related to the level of knowledge, understanding and action regarding the violence;
- Lack of knowledge and action on support services like Youth Health Clinics, Youth Centers;
- Lack of soft skills for job readiness.

The main target group of this campaign is:

- VET students enrolled in the 12 partner institutions in the project Developing life skills.

Secondary target group:

- general public
- parents
- VET institutions staff
- business companies involved in dual education partnering with the 12 schools involved in the project

1.3. Suggest and elaborate the visual identity of the campaign, including adaptation of the project’s logo (heart) and the slogan (Life Skills education - my right, my choice).

1.4. Plan and organize a creative launching event of the campaign with participation of youth from the 12 VET schools, government officials, donors, relevant stakeholders, influencers, parents, local representatives of youth clinics and youth centers etc. The event will be organized locally in one of the VET schools. The concept of the event will be inspired from the professional qualifications acquired in the schools involved in the project: light industry (tailors), pedagogy (teachers), food industry (cookers, barmen), IT (designers, programmers etc). At the same time, the event shall reflect the main idea of the project, which is the importance of having life skills and practicing healthy and safe behaviours besides the technical skills for the job readiness and greater success on the labour market. The company will be responsible for the detailed concept of the event, scenario, smooth implementation of the event including all logistical requirements, pre/during and post visibility of the event, monitoring and reporting. The company will take into consideration the updates on COVID-19 situation and will adapt the concept of the event accordingly.

1.5. Organize two focus group discussions to test the messages of the campaign

The focus groups will involve the representatives of the main target groups. The main goal of this activity is to ensure that the messages of the campaign resonate well with young people and have maximum impact.

1.6 Develop the concept and organize a charity run event involving all the schools’ locations with the participation of students from the schools. The charity component will address the necessity of ensuring a space with essential hygiene supplies for girls in every school. A partnership with the “Red Box” project will be considered in this assignment.

The company will be responsible for the charity run concept, scenario, arrangements, partnerships, participation of youth from the schools, school institutions staff, fundraising/buying the necessary equipment from the donated money, visibility at all stages of the event (branding, social media, mass-media), monitoring and reporting. The company will take into consideration the updates on COVID-19 situation and will adapt the concept of the event accordingly.

1.7. Develop the concept and organize a mobile photo exhibition on teenage pregnancy.

The exhibition will explore the real stories of teenage mothers from VET schools and draw the attention of the dropping out of education because of early pregnancies and motherhood. The company will be responsible for the exhibition concept, the logistical details of the exhibition, the content, the set-up, the official launch and further promotion in all 12 schools. This activity will address the topic of risky sexual behaviours among young people, including low knowledge of prevention methods of unplanned pregnancies and adverse effects on girls, such as drop out of education, and likelihood of poverty and violence. The company will take into consideration the updates on COVID-19 situation and will adapt the concept of the event accordingly.

1.8. Capacity building of 20 journalists from national/local media

The training will focus on how to report and cover GBV, ITS, pregnancy prevention messages and activities among young people. The contracted Company will organize a half-day informative workshop with 20 journalists including local media representatives on how to report and cover GBV, ITS, pregnancy prevention messages and activities. The company will work closely with the contractor to select the trainers and the media representatives, as well as the location for the activity. The company will take into consideration the updates on COVID-19 situation and will adapt the concept of the event accordingly.

b) MULTIMEDIA PRODUCTION

The company will be responsible for the production of the following materials:

- 2.1 One 30-40 sec. informative video spot** in Romanian and Russian languages targeting youth (16-25) related to pregnancy prevention, STIs, HIV prevention etc. The spot will bring clear and easy to understand information. The Russian version will be ensured through voice-over.
- 2.2 A series of up to 10 videos on soft skills** necessary for young people to be employed on the labour market/master class style (e.g. Critical thinking, team work, and other issues reflected in the KAP Study). The videos shall engage business sector representatives working with VET students. The company will provide the general concept and the scenario for each of the videos created in consultation with UNFPA. The Russian version will be ensured through voice-over.
- 2.3 Impactful 6 success stories in the format of 1 photo essay, 2 written stories and 3 video stories up to 2 minutes** showcasing positive human experiences related to the prevention of the behavioral risks and successful graduation & integration in the labour market. The concept and the texts will be agreed with the contractor. The Russian version will be ensured through voice-over. The Russian version will be ensured through voice-over of the video stories.

c) SOCIAL MEDIA/ONLINE MEDIA

Social media shall be used for disseminating the relevant information regarding life skills and healthy behaviours, raising awareness, boosting support and fostering 2-way communication with the key target groups.

In this context, the selected company will:

3.1 develop relevant hashtags based on the key messages (at least 6 in Romanian and Russian);

3.2 develop Facebook, Instagram, Tik Tok pages for Peer to peer network of educators in VET and provide maintenance support

The company will be responsible for the visual identity, concept of the pages providing a social media publishing plan and a timeframe attached to it which will include at minimum: 3 posts per week for all platforms (including boosting).

At the end of the plan implementation, the following Key Performance Indicators (KPIs) shall be reached:

- At least 1500 number of page likes/ followers on the Facebook account of Peer to Peer Educators network
- Engagement rate and awareness of:
 - Peer to peer network Facebook page - at least 900 000 views
 - Peer to peer network Instagram page - at least 360.000 views
 - Peer to peer network TikTok page – at least 90 000 views

It is expected that the target audience will be engaged in conversations around topics approached through comments/shares.

3.3 develop and implement up to 3 social media campaigns for the main target group. The focus of the campaigns will be on combating stereotypes related to HIV and ITS transmission, raising knowledge on pregnancy prevention methods, promoting healthy behaviours etc. with boosting for targeted audiences .

d) INFLUENCERS

4.1. Identify a list of 5 influencers and negotiate their involvement in the campaign.

The company is expected to research, identify and propose a list of minimum 5 influencers who would be suitable to engage in promoting life skills and healthy behaviours. The influencers should be notorious people with different backgrounds, age and occupation, considering the youth preferences related to public persons. The influencers are not supposed to be political figures, with some exceptions, which will be discussed at the stage of implementation of this activity.

The contracting Company will also conduct the negotiation discussions with influencers and seek their agreement and availability to be engaged preferably on pro-bono conditions.

e) PARTNERSHIPS

5.1 Establish partnerships with at least 3 media channels targeting youth (16-25 years old)

The media partners will cover the communication campaign events, broadcast official news releases and communication campaign products (video and multi-media materials).

The contracting Company will conduct the negotiation discussions with the media partners and seek their agreement and availability to be engaged preferably on pro-bono conditions.

f) MERCHANDISING

6.1 Design and printing of merchandising and information materials addressed to target groups.

As part of this activity, the company will be in charge of the elaboration of design and printing of information and merchandising materials addressed to the target groups. In this regard, some of the designed materials will be used by Peer to Peer educators that would be engaged in the

outreach activities. Peer to peer educators would bring added value in advocating project activities and contribute to raising awareness among VET students on the key issues identified in the KAP study.

The technical specifications are listed in the Table of Deliverables below with indicative deadlines. The company can indicate other deadlines ensuring that the entire campaign is strategically synchronized.

5. DELIVERABLES, SPECIFICATIONS AND TIMEFRAME

	Deliverable	Specifications	Timeframe
1.1	The overall concept and action plan of the communication campaign elaborated	The concept should correspond to the overall objectives and needs of the ToR and reflect the issues from the KAP study. Plan of Actions should be concise, clear, well structured, have a clear timeline, deadlines, responsible persons and all other critical elements.	By 15 June, 2021
1.2	Key messages for each target group and the appropriate communication channels for each of them elaborated	The key messages should reflect the main issues from the KAP study. The key messages will be relevant, memorable, dynamic and resonate with the target audiences in a way that moves them to action. The identified communication channels should cover the target audiences.	By 15 June, 2021
1.3	Visual identity of the campaign elaborated	The visual identity of the campaign will be concentrated on the project's logo (heart) and the slogan (Life Skills education - my right, my choice).	By 15 June, 2021
1.4	A creative launching event of the campaign planned and organized	Up to 2 hours' event, outside Chisinau, open air, at one of the beneficiary VET schools, for up to 50 persons, including online participation of beneficiaries from the other 11 VET schools part of the project. The company will be responsible for the detailed concept of the event, scenario, smooth implementation of the event including all logistical requirements, pre/during and post visibility of the event, monitoring and reporting. <u>The company will take into consideration the updates on COVID-19 situation and will adapt the concept of the event accordingly.</u>	By 15 June, 2021
1.5	Focus group discussions organized	3 focus group discussions targeting youth from 1 professional school, 1 center of excellence and 1 college (at least 10-12 participants per FG, gender balanced). <u>The company will take into consideration the updates on COVID-19 situation and will adapt the concept of the event accordingly.</u>	By 15 June, 2021
1.6	Develop the concept and organize a charity run	The charity run should include all 12 schools' locations and involve all 12 schools' students, up to 50 students/staff per school. The company will be responsible for the charity run concept, scenario, arrangements, partnerships, participation of youth from the schools, school institutions staff, money donation/buying the necessary	By 30 September, 2021

		equipment from the donated money, visibility at all stages of the event (branding, social media, mass-media), monitoring and reporting. <u>The company will take into consideration the updates on COVID-19 situation and will adapt the concept of the event accordingly.</u>	
1.7	Develop the concept and organize a mobile photo exhibition on teenage pregnancy	The exhibition will contain up to 24 printed photos on A3 or larger format / 2 photos per school location. The identified content of the photos will follow all ethical aspects and protect the identity of girls. The launch event of the exhibition should be organized in Chisinau, preferably open air with up to 50 persons attending. The exhibition should arrive in all 12 schools. The company will be responsible for the exhibition concept, the logistical details of the exhibition, the content, the set up, the official launch and further promotion in all 12 schools. <u>The company will take into consideration the updates on COVID-19 situation and will adapt the concept of the event accordingly.</u>	By 30 November, 2021
1.8	Capacity building of 20 journalists	Half-day event for 20 journalists: <ul style="list-style-type: none"> ● Selection of journalists ● Meeting room for the training ● 1 coffee-break + 1 lunch ● 1 trainer (health practitioner) ● Media kit <p><u>The company will take into consideration the updates on COVID-19 situation and will adapt the concept of the event accordingly.</u></p>	By 15 July, 2021
2.1	Informative video spot produced	30-40 second length, in Romanian and Russian voice over, HD version, web version (up to 250 Mb) The video spot shall be adapted for use on LED platforms in public spaces	By 1 September, 2021
2.2	A series of 10 videos on soft skills	10 videos, up to 3 minutes' length each, in Romanian with Russian subtitles, HD version, web version (up to 250 Mb). The videos shall be adapted for use on LED platforms in public spaces.	By 10 September, 2021
3	Human stories produced	6 human stories of which – 3 video stories up to 2 minutes' length each, in Romanian with Russian subtitles, HD version, web version (up to 250 Mb). The videos shall be adapted for use on LED platforms in public spaces; - 1 photo essays with up to 10 photos each and 2 written stories up to 3200 characters. 1 monthly – July, 2021, August, 2021 September, 2021, October, 2021 November, 2021, December, 2021	By 31 December, 2021

3.1	Develop #	At least 6 # for social media use in Romanian and English based on the key messages	By 15 June, 2021
3.2	Facebook, Instagram, Tik Tok pages developed and maintained	Facebook, Instagram, Tik Tok pages developed for Peer to peer network of educators in VET. The company will be responsible for providing - the visual identity; - general concept of the pages; - a social media publishing plan for the duration of the campaign with at least 3 posts per total per week on all channels. July, 2021 – March, 2022	By 1 March, 2022
3.3	Social media campaigns developed and implemented	Up to 3 (two months each) social media campaigns in Facebook, Instagram, Tik Tok with at least 2 posts per week, with boosting for the target audiences. July-August; October-November; January-February 2022	By 28 February, 2022
4.1	Select and negotiate with influencers	At least 5 influencers (journalists, vloggers/bloggers, singers, celebrities etc.) identified and engaged in the campaign	15 July, 2021
5.1	Select and negotiate partnerships with media	At least 3 partnerships with media channels targeting youth negotiated and engaged in the campaign	15 July, 2021
6.1	Merchandising materials designed and printed	Glass bottles Characteristics: reusable, transparent with carrying strap on the cap; Size Ø 57 x 190 mm; 400ml / 500 ml QTY: 100 pcs	15 July, 2021
		Cotton t-shirt 180 g/m ² , 100% cotton; Colour: black; Item to be printed: logo project (150mm x 120 mm) + Graphic element on back side (250×300 mm); *mandatory to provide a sample of the fabric. QTY: 160 pcs	15 July, 2021
		Sweatshirt: Fabric at least 80% cotton; Weight: 280 g/m ² ; brushed inside, double fabric hood, kangaroo pocket, wide rib cuffs and waistband with elastin; Item to be printed: project logo + graphic element (250 mm x 200 mm). *mandatory to provide a sample of the fabric. QTY: 80 pcs	15 July, 2021
		Backpack with zipped front pocket, padded back and shoulder straps. 600D polyester; Size: 280×380×120 mm; Printing: 4+0, Item to be printed: project logo (120×50 mm) *mandatory to provide a sample of the fabric. QTY: 80 pcs	15 July, 2021

	<p>Cotton shopping bag, reusable with long handle 95 g/m²; Size: 370×410 mm; Item to be printed 4+0, A4 format: logo project & graphic element + text. *mandatory to provide a sample of the fabric.</p> <p>QTY 100 pcs</p>	15 July, 2021
	<p>Cap with the following characteristics: Baseball cap with 5 panels and adjustable strap with metal lock. Polyester and Microfiber. Colour: black Item to be printed: project logo Printing: 100×45 mm *mandatory to provide a sample of the fabric.</p> <p>QTY: 100 pcs</p>	15 July, 2021
	<p>Infographics - with analytical work on text and creative approach on visual presentation. September – December 2021</p> <p>QTY: 3 pcs</p>	By 31 December, 2021
	<p>Info leaflets for youth and parents Color printing, 4+4, 4 pages</p> <p>QTY: 2000 pcs</p>	1 September, 2021

6. MANAGEMENT ARRANGEMENTS

UNFPA will contract a selected Company with experience in Behavior Change Communication Strategies / implementation of campaigns in the health area.

Organizational settings: The Company will work under the direct supervision of the UNFPA Project Officer “Develop life skills and healthy behaviors of students in Vocational Education & Training for their development and job readiness”. The Company is responsible for delivering qualitative and prompt results to accomplish the objectives of this Terms of Reference.

UNFPA will provide the Company all necessary support information, as needed.

7. TIMING (DURATION OF WORK)

The assignment will be conducted in the following period: from the date the contract enters into force until **31 March, 2022**. Deliverables will be submitted in accordance with the provisions of p.5 Specifications and Timeframe of the present ToR.



II. Questions

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

Name of contact person at UNFPA:	Roman Odeschii, Administrative and Finance Associate, Procurement Focal Point
Email address of contact person:	odeschii@unfpa.org

The deadline for submission of questions is 19th April, 2021, 16:30 (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 e-mail 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 methodology to meet the objectives / deliverables as per the ToR;
 - ✓ Work plan / time scales given in the proposal and its adequacy to meet the objectives / deliverables as per the ToR.
 - ✓ Copy of organization's registration certificate.
 - ✓ Organization's profile including experience in similar assignments by outlining the capacity of the organization to provide complex PR and media services.
 - ✓ Statement of Satisfactory Performance or Letters of Recommendations from minimum 2 (two) clients or business partners obtained in the last three years.
 - ✓ Resumes (CVs) of the Key Personnel (including CV of the expert in Adolescent health) comprising information requested as per the 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, are to be sent by e-mail to the contact person indicated below **no later than: 26th of April 2021, 16:30 (Moldova local time)**¹.

Name of contact person at UNFPA:	Violeta Mihailova, Designated Bid Receiver
Email address of contact person:	tender.mda@unfpa.org

Please note the following guidelines for electronic submissions:

The following reference must be included in the email subject line:

RFQ N° UNFPA/MDA/RFQ/2021/005 – Develop and implement a Communication Campaign in the area of life skills and healthy behaviors among students from Vocational Education and Training (VET) institutions in Republic of Moldova

- Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail 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.

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

When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should your offer require to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA’s email system, please inform Roman Odeschii, Administrative and Finance Associate, Procurement Focal Point at: **odesschii@unfpa.org**

- 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.

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 ToR	100		15%	
Work plan/time scales given in the proposal and its adequacy to meet the objectives of the ToR	100		10%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise in required areas and related processes (CVs, etc.): <ul style="list-style-type: none"> • <i>Proposed team structure and roles are well defined and meet the requirements of the ToR and has the necessary capacity to achieve the results of the proposed assignment (30 pts);</i> • <i>Analytical PR specialist, professional videographer, event manager/ logistical support team etc., with expertise in covering social issues, including implementation of awareness raising campaigns in youth health sector (55 pts);</i> • <i>Language Qualifications: proficiency in Romanian and Russian (15 pts).</i> 	100		25%	
General profile of the company:	100		20%	

<ul style="list-style-type: none"> • <i>General organization's reputation and expertise in areas of media, public relations and advertising campaigns (30 pts);</i> • <i>A minimum of 5 years of relevant experience (30 pts);</i> • <i>Experience with similar assignments in Moldova context on awareness raising campaigns on social and youth health issues (40 pts).</i> 				
<p>Specific experience and expertise relevant to the assignment:</p> <ul style="list-style-type: none"> • <i>Proved capacity to conduct PR campaigns on social and youth issues, including multimedia production, elaboration of video / radio spots, design, logistics and event management, brand management, social media experience (40 pts);</i> • <i>Proved capacity to initiate and conduct partnerships agreements with private sector, government institutions, media companies and influencers. (20 pts)</i> • <i>Proved experience in conducting research and analytical work to provide solutions for meeting the ToRs objectives (20 pts).</i> • <i>Proved experience in monitoring and evaluation of the results of implemented campaigns (20 pts)</i> 	100		30%	
<i>Grand Total All Criteria</i>	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

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

UNFPA shall 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, representative’s 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, Ms.



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 Representative

Signature: _____

DATE: _____

PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	RFQ N° UNFPA/MDA/RFQ/2021/005 – Develop and implement a Communication Campaign in the area of life skills and healthy behaviors among students from Vocational Education and Training (VET) institutions in Republic of Moldova
Currency of quotation :	USD
Delivery charges based on the following 2010 Incoterm:	Choose an item.
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.

Note: You may add as many lines as required.

Item	Description	Unit of measure (ex. day, hour, person etc.)	Quantity	Unit rate, USD	Total, USD
Deliverable 1.1 : The overall concept and action plan of the communication campaign elaborated					
1. Professional Fees					
1.1	Expert in adolescent health <i>(please specify)</i>				
1.2	Social and behavior change communication expert <i>(please specify)</i>				
1.3	Expert 3 <i>(please specify)</i>				
<i>Sub-Total Professional Fees</i>					\$\$
2. Other expenses					
2.1	<i>(please specify)</i>				
2.2	<i>(please specify)</i>				
2.3	<i>(please specify)</i>				
<i>Sub-Total Other Expenses</i>					\$\$
Total Deliverable 1.1					\$\$
Deliverable 1.2 Key messages for each target group and the appropriate communication channels for each of them elaborated					
1. Professional Fees					
1.1	Expert 1 <i>(please specify)</i>				
1.2	Expert 2 <i>(please specify)</i>				
1.3	Expert 3 <i>(please specify)</i>				
<i>Sub-Total Professional Fees</i>					\$\$
2. Other expenses					
2.1	<i>(please specify)</i>				
2.2	<i>(please specify)</i>				
2.3	<i>(please specify)</i>				

<i>Sub-Total Other Expenses</i>					\$\$
<i>Total Deliverable 1.2</i>					\$\$
Deliverable 1.3 Visual identity of the campaign elaborated					
1. Professional Fees					
1.1	Designer <i>(please specify)</i>				
1.2	Expert 2 <i>(please specify)</i>				
1.3	Expert 3 <i>(please specify)</i>				
<i>Sub-Total Professional Fees</i>					\$\$
2.1	<i>(please specify)</i>				
2.2	<i>(please specify)</i>				
2.3	<i>(please specify)</i>				
<i>Sub-Total Other Expenses</i>					\$\$
<i>Total Deliverable 1.3</i>					\$\$
Deliverable 1.4 Creative launching event of the campaign planned and organized					
1. Professional Fees					
1.1	Expert in event planning and management <i>(please specify)</i>				
1.2	Communication expert <i>(please specify)</i>				
1.3	Expert 3 <i>(please specify)</i>				
<i>Sub-Total Professional Fees</i>					\$\$
2. Other expenses					
2.1	<i>(please specify)</i>				
2.2	<i>(please specify)</i>				
2.3	<i>(please specify)</i>				
<i>Sub-Total Other Expenses</i>					\$\$
<i>Total Deliverable 1.4</i>					\$\$
Deliverable 1.5. Focus group discussions organized					
1. Professional Fees					
1.1	Expert in qualitative studies & market research (sociologist) <i>(please specify)</i>				
1.2	Expert 2 <i>(please specify)</i>				
1.3	Expert 3 <i>(please specify)</i>				
<i>Sub-Total Professional Fees</i>					\$\$
2. Other expenses					
2.1	<i>(please specify)</i>				
2.2	<i>(please specify)</i>				
2.3	<i>(please specify)</i>				
<i>Sub-Total Other Expenses</i>					\$\$
<i>Total Deliverable 1.5</i>					\$\$
Deliverable 1.6. Develop the concept and organize a charity run					
1. Professional Fees					
1.1	Team Leader <i>(please specify)</i>				
1.2	Expert in logistical support and community engagement <i>(please specify)</i>				
1.3	Communication expert <i>(please specify)</i>				
<i>Sub-Total Professional Fees</i>					\$\$
2. Other expenses					



2.1	(please specify)				
2.2	(please specify)				
2.3	(please specify)				
<i>Sub-Total Other Expenses</i>					\$\$
Total Deliverable 1.6					\$\$
Deliverable 1.7. Develop the concept and organize a mobile photo exhibition on teenage pregnancy					
1. Professional Fees					
1.1	Team Leader (please specify)				
1.2	Expert in adolescent health issues (please specify)				
1.3	Expert in logistical support and community engagement (please specify)				
1.4	Communication expert (please specify)				
<i>Sub-Total Professional Fees</i>					\$\$
2. Other expenses					
2.1	(please specify)				
2.2	(please specify)				
2.3	(please specify)				
<i>Sub-Total Other Expenses</i>					\$\$
Deliverable 1.8. Capacity building of 20 journalists					
1. Professional Fees					
1.1	Team Leader (please specify)				
1.2	Expert in adolescent health issues (please specify)				
1.3	Expert 3 (please specify)				
<i>Sub-Total Professional Fees</i>					\$\$
2. Other expenses					
2.1	Rent of meeting room for half-day	each	1		
2.2	Coffee-break				
2.3	Lunch				
2.4	Media Kit				
<i>Sub-Total Other Expenses</i>					\$\$
Total Deliverable 1.8					\$\$
Deliverable 2.1. Informative video spot produced					
1. Professional Fees					
1.1	Scriptwriter				
1.2	Scenographer				
1.3	Videographer				
1.4	Video editor				
<i>Sub-Total Professional Fees</i>					\$\$
2. Other expenses					
2.1	(please specify)				
2.2	(please specify)				
2.3	(please specify)				
<i>Sub-Total Other Expenses</i>					\$\$
Total Deliverable 2.1					\$\$
Deliverable 2.2. A series of 10 videos produced					



1. Professional Fees					
1.1	Scriptwriter				
1.2	Scenographer				
1.3	Videographer				
1.4	Video editor				
<i>Sub-Total Professional Fees</i>					\$\$
2. Other expenses					
2.1	<i>(please specify)</i>				
2.2	<i>(please specify)</i>				
2.3	<i>(please specify)</i>				
<i>Sub-Total Other Expenses</i>					\$\$
Total Deliverable 2.2					\$\$
Deliverable 2.3. Six human stories produced					
1. Professional Fees					
1.1	Copy-writer				
1.2	Photographer				
1.3	Video producer				
1.4	<i>(please specify)</i>				
<i>Sub-Total Professional Fees</i>					\$\$
2. Other expenses					
2.1	<i>(please specify)</i>				
2.2	<i>(please specify)</i>				
2.3	<i>(please specify)</i>				
<i>Sub-Total Other Expenses</i>					\$\$
Total Deliverable 2.3					\$\$
Deliverable 3.1. Develop #					
1. Professional Fees					
1.1	Copy-writer				
1.2	<i>(please specify)</i>				
1.3	<i>(please specify)</i>				
<i>Sub-Total Professional Fees</i>					\$\$
2. Other expenses					
2.1	<i>(please specify)</i>				
2.2	<i>(please specify)</i>				
2.3	<i>(please specify)</i>				
<i>Sub-Total Other Expenses</i>					\$\$
Total Deliverable 3.1					\$\$
Deliverable 3.2. Facebook, Instagram, Tik Tok pages developed and maintained					
1. Professional Fees					
1.1	Copy-writer				
1.2	Designer				
1.3	Social Media planner				
1.4	<i>(please specify)</i>				
<i>Sub-Total Professional Fees</i>					\$\$
2. Other expenses					
2.1	<i>(please specify)</i>				



2.2	<i>(please specify)</i>				
2.3	<i>(please specify)</i>				
<i>Sub-Total Other Expenses</i>					\$\$
Total Deliverable 3.2					\$\$
Deliverable 3.3. Social media campaigns developed and implemented					
1. Professional Fees					
1.1	Copy-writer				
1.2	<i>Designer</i>				
1.3	<i>Social Media planner</i>				
1.4	<i>(please specify)</i>				
<i>Sub-Total Professional Fees</i>					\$\$
2. Other expenses					
2.1	<i>Facebook campaign</i>				
2.2	<i>Instagram campaign</i>				
2.3	<i>Tik Tok campaign</i>				
<i>Sub-Total Other Expenses</i>					\$\$
Total Deliverable 3.3					\$\$
Deliverable 4.1 Select and negotiate with influencers					
1. Professional Fees					
1.1	Team leader				
1.2	<i>Expert 2 (please specify)</i>				
1.3	<i>Expert 3 (please specify)</i>				
<i>Sub-Total Professional Fees</i>					\$\$
2. Other expenses					
2.1	<i>(please specify)</i>				
2.2	<i>(please specify)</i>				
2.3	<i>(please specify)</i>				
<i>Sub-Total Other Expenses</i>					\$\$
Total Deliverable 4.1					\$\$
Deliverable 5.1 Select and negotiate partnerships with media					
1. Professional Fees					
1.1	Team leader				
1.2	<i>Expert 2 (please specify)</i>				
1.3	<i>Expert 3 (please specify)</i>				
<i>Sub-Total Professional Fees</i>					\$\$
2. Other expenses					
2.1	<i>(please specify)</i>				
2.2	<i>(please specify)</i>				
2.3	<i>(please specify)</i>				
<i>Sub-Total Other Expenses</i>					\$\$
Total Deliverable 5.1					\$\$
Deliverable 6.1 Merchandising materials designed and printed					
1. Professional Fees					
1.1	Copy writer				
1.2	Designer <i>(please specify)</i>				
1.3	Social and behavior change communication expert <i>(please specify)</i>				



<i>Sub-Total Professional Fees</i>				\$\$	
2. Other expenses					
2.1	Glassbottles Characteristics: reusable, transparent with carrying strap on the cap; Size Ø 57 x 190 mm; 400ml / 500 ml QTY: 100 pcs	each	100		
2.2	Cotton t-shirt 180 g/m ² ; 100% cotton, Colour: black; Item to be printed: logo project (150mm x 120 mm) + Graphic element on back side (250×300 mm); *mandatory to provide a sample of the fabric.	each	160		
2.3	Sweatshirt: Fabric at least 80% cotton; Weight: 280 g/m ² ; brushed inside, double fabric hood, kangaroo pocket, wide rib cuffs and waistband with elastin; Item to be printed: project logo + graphic element (250 mm x 200 mm). *mandatory to provide a sample of the fabric.	each	80		
2.4	Backpack with zipped front pocket, padded back and shoulder straps. 600D polyester; Size: 280×380×120 mm; Printing: 4+0, Item to be printed: project logo (120×50 mm) *mandatory to provide a sample of the fabric.	each	80		
2.5	Cotton shopping bag, reusable with long handle 95 g/m ² ; Size: 370×410 mm; Item to be printed 4+0, A4 format: logo project & graphic element + text. *mandatory to provide a sample of the fabric.	each	100		
2.6	Cap with the following characteristics: Baseball cap with 5 panels and adjustable strap with metal lock. Polyester and Microfiber. Colour: black Item to be printed: project logo Printing: 100×45 mm *mandatory to provide a sample of the fabric.	each	100		
2.7	Infographics - with analytical work on text and creative approach on visual presentation.	each	3		
2.8	Info leaflets for youth and parents Color printing, 4+4, 4 pages	each	2000		
<i>Sub-Total Other Expenses</i>				\$\$	
Total Deliverable 6.1				\$\$	
Total Contract Price					



Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ N° UNFPA/MDA/RFQ/2021/005 – **Develop and implement a Communication Campaign in the area of life skills and healthy behaviors among students from Vocational Education and Training (VET) institutions in Republic of Moldova** 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	

ANNEX I:

List of the educational institutions part of the project

1) CE in Light Industry from Chisinau with 2 affiliated institutions:

- a) Professional school from Nisporeni**
- b) Professional school from Rezina**

2) CE in Informatics and Information Technologies from Chisinau with 2 affiliated institutions:

- a) Polytechnic College from Balti**
- b) Professional school from Cupcini, Edinet district (rayon)**

3) Pedagogical College “Alexei Mateevici” from Chisinau (in the process of accreditation as CE) with 2 affiliated institutions:

- a) College “Iulia Hasdeu” from Cahul**
- b) College “Vasile Lupu” from Orhei**

4) CE in Services and Food Processing from Balti with 2 affiliated institutions:

- a) Professional school nr. 2 from Chisinau**
- b) Agro-industrial college from Riscani**



United Nations Population Fund
Moldova Country Office
131, 31 August 1989 str., Chisinau, MD 2012, Moldova
E-mail: moldova.office@unfpa.org
Website: <http://moldova.unfpa.org>

Annex II
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](#)