Date: 08 August 2019

REQUEST FOR QUOTATION

RFQ Nº UNFPA/KOS/RFQ/2019/001

**Develop short videos on Comprehensive Sexuality Education for pre-university students based on Teacher’s Manuals for respective grade**

UNFPA requires provision of services from interested and qualified companies for developing short videos on Comprehensive Sexuality Education for pre-university students.

This Request for Quotation is open to all legally constituted companies that can provide the requested services and have legal capacity to deliver the services in the country, 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 childbirth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: https://kosovo.unfpa.org/en/node/9285

1. **Service Requirements/Terms of Reference (ToR)**

* **Background information**

Every young person will one day have life-changing decisions to make about their sexual and reproductive health. Yet research shows that the majority of adolescents lack the knowledge required to make those decisions responsibly, leaving them vulnerable to coercion, sexually transmitted infections and unintended pregnancy.

Comprehensive sexuality education enables young people to protect their health, well-being and dignity. Moreover, because these programmes are based on human rights principles, they advance gender equality and the rights and empowerment of young people.

UNFPA works with governments to implement comprehensive sexuality education, both in schools and through community-based training and outreach. UNFPA also promotes policies for, and investment in, sexuality education programmes that meet internationally agreed standards.

In Kosovo, Ministry of Education, Science and Technology (MEST) is in the process of reforms in the area of school curricula. As a result, Kosovo Curriculum Framework, Core curricula’s for three levels of education and subject programmes for preschool, first, six and tenth grades are developed.

Core curriculum aims continuous and progressive changing of the pre-university education in Kosovo while establishing the foundation for enhancing the quality and the equality in the implementation of the curricula for all students. This document serves as a good basis for drafting and implementation of a range of other documents, plans and programs, textbooks and other pedagogical guidelines for the development of second level education in pre-university education.

One of the novelties in the new curricula is a subject on sexual and reproductive health, for all pre-university grades in Kosovo, which is very well expected by students and teachers. However, obstacles have been identified due to lack of teaching and learning materials, and lack of training of teachers on skills and methodology, as well as sensitivity of the topic. Assessment conducted in 2014 revealed that the level of education and skills are insufficient for teachers to utilize different sources of information in sexuality education during teaching process.

To respond to those needs, UNFPA has supported the MEST experts in the last years to develop manuals for teachers for pre university level, in the area of sexuality education. In agreement with MEST, the developed materials are based on WHO Standards for Sexuality Education in Europe, which is the framework for policy makers, educational and health authorities and specialists.

**2. Development Objectives**

Students today are utilizing educational videos as a tool for learning. Abstract and sensitive topics that once seemed difficult to teach and learn are now more accessible and understandable thanks to the availability of educational videos as they create a more engaging sensory experience than using print materials alone. Videos increase student engagement, which in turn helps boost achievement. If students are interested in the material, they will better process and remember it. Videos offer the flexibility to pause or skip throughout the video, to have class discussions or review particular areas. They enable teachers to create a flipped classroom, or “blended” learning environment. Furthermore, videos are also beneficial to teachers who teach in traditional classroom settings.

The objective of the short videos on comprehensive sexuality education (CSE) is to support teachers to deliver CSE course information that can be extremely helpful in opening up class time. In addition, videos create a more engaging sensory experience than using print materials alone, they may be accessible at the student’s convenience and can be watched numerous times to assist with coursework and skill mastery.

Short CSE videos will be shared with Ministry of Education, school authorities Kosovo wide and civil society organizations, and will support teachers to deliver quality CSE topics as well as students to familiarize themselves easier with the content.

**3. Immediate objectives**

The immediate objective of this assignment is to develop short videos on Comprehensive Sexuality Education for Pre-University students (grades 1 to 12) based on Techer’s Manuals for respective grade, and WHO Standards for Sexuality Education in Europe.

**4. Study purpose and methodology**

The selected organization is expected to develop the short videos on Comprehensive Sexuality Education for Pre-University students (grades 1 to 12).

UNFPA and MEST will approve the narrative and the video.

**5. Details of how the work should be delivered. Delivery dates:**

The contractor will be expected to implement activities from 1st of September 2019 to 30th of November 2019.

All activities will be closely consulted with MEST and UNFPA. The contractor will implement the following activities and will submit the deliverables mentioned below:

|  |  |  |
| --- | --- | --- |
| No | Deliverables | Timeline |
|  | **Draft narrative,** **age appropriate and gender sensitive, for each grade to be submitted by:** | 30th of September 2019 |
|  | **First draft animations, age appropriate and gender sensitive, to be submitted by:** | 31st of October 2019 |
|  | **Comments received and incorporated by:** | 15th of November 2019 |
|  | **Finalization of Videos by:** | 25th of November 2019 |
|  | **Deliverables: Videos for grades 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12** | 30th of November 2019 |

The contractor will implement all activities in close consultation with UNFPA and MEST.

**6. Activities**

Activities include but are not necessarily limited to the following tasks. Based on their technical expertise the organization should , add other activities relevant to the achievement of the expected objectives:

* Meeting with UNFPA to discuss this ToR and clarify any details related to the expected activities, deliverables and work schedule;
* Development and submission of the narrative and animations;
* Organize meetings with UNFPA, MEST, National Institute for Public Health (NIPH) and Ministry of Health (MoH) to consult narrative and animations;
* Develop the videos which will show the same characters through different stages of development (childhood, adolescence);
* Finalize the videos based on feedback received from UNFPA, MEST, NIPH, MoH, international consultant and relevant partners;

1. **Timing**

The assignment shall be conducted during September to November 2019. The final deliverables are expected to be submitted by 30th of November 2019.

**Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | Zarife Miftari, Programme Analyst  Naim Galica, Administrative/Finance Associate |
| Tel Nº: | + 381 38 249 088 |
| Fax Nº: |  |
| Email address of contact person: | miftari@unfpa.org  galica@unfpa.org |

The deadline for submission of questions is 16th of August 2019, at 15:30. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

1. **Content of quotations**

Quotations must contain:

1. Technical proposal, in response to the requirements outlined in the service requirements / TORs, including a structured and detailed plan of work performance, calendar schedule and major milestones. The technical proposal should demonstrate how the objectives of these terms of reference will be achieved and deliverables produced. The technical proposal shall also include organization’s supporting documents:

* Copy of the organization’s registration certificate;
* Organization profile including experience in similar assignments, list of similar assignments and clients’ portfolio;
* Resumes (CVs) of the key personnel comprising information requested as per the evaluation criteria;

1. Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the quotation must be signed by the bidding company’s relevant authority and submitted in by mail.

1. **Instructions for submission**

Your offer comprising technical proposal and financial proposal, in **TWO separate sealed envelopes,** clearly indicating RFQ No. as a reference should be sent by mail to the following address no later than: **22nd of August 2019, at 17:30.**

UNFPA office, Zagrebi Str. No.39, Prishtina, 10000

Proposals should be prepared based on the guidelines set forth in Section III below, along with a properly filled out and signed price quotation form.

1. **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.

| **Category** | **Criteria** | [A] Maximum Points | [B]  Points attained by Bidder | [C]  Weight (%) | [B] x [C] = [D]  Total Points | |
| --- | --- | --- | --- | --- | --- | --- |
| Overall response | Completeness of response and overall concord between requirements and proposal | 100 |  | 10% |  | |
| Experience of the company | Expertise of Firm/organization submitting Proposal in developing teaching and learning materials, including videos, on sensitive issues, including marginalised and excluded groups | 100 |  | 40% |  | |
| Proposed methodology | Proposed Work Plan, Approach and Script (story idea – visual and/or textual) for the videos | 100 |  | 40% |  | |
| Personnel | Personnel | 100 |  | 10% |  | |
| *Grand Total All Criteria* |  | 400 |  | 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:

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

## Total score

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

|  |
| --- |
| Total score = 70% Technical score + 30% Financial score |

1. **Award Criteria**

UNFPA shall award a Professional Service Contract on a fixed-cost basis to the Bidder that obtains the highest total score.

1. **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.

1. **Payment Terms**

The payment will be made in three instalments:

* 30 per cent, after submission of the first set of deliverables (Draft narrative, age appropriate and gender sensitive, for each grade),
* 40 per cent, after submission of first draft animations, age appropriate and gender sensitive;
* 30 per cent, after submission of Final videos, once approved by UNFPA and MEST.

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

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](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Audit and Investigation Services of UNFPA as well as with any other oversight entity authorized by the Executive Director of UNFPA 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 contract, 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](http://web2.unfpa.org/help/hotline.cfm).

1. **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](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **RFQ Protest**

Bidder(s) perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may submit a complaint directly to the Chief, Procurement Services Branch, at [procurement@unfpa.org](mailto:procurement@unfpa.org).

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. Aynabat Annamuhamedova Director for UNFPA in Kosovo at annamuhamedova@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](mailto:procurement@unfpa.org).

1. **Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | **UNFPA/KOS/RFQ/2019/001** |
| **Currency of quotation :** | EUROS |
| **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 all taxes, since UNFPA is exempt from taxes.
* Example Price Schedule below:

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

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/KOS/RFQ/2019/001 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

|  |  |  |
| --- | --- | --- |
|  | Click here to enter a date. |  |
| Name and title | Date and place | |