Date: 11 May, 2022

REQUEST FOR QUOTATION

RFQ Nº UNFPA/ARM/RFQ/2022/004

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**Conduction of Study on Causes of Increased Caesarean Section Rates in Armenia**

UNFPA requires the provision of services as per the Terms of Reference (ToR) attached.

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

1. **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](http://www.unfpa.org/about-us)

**Terms of Reference (TOR) is attached**

**Objectives and the scope of the services**

The purpose of the assignment is to conduct quantitative and qualitative studies and investigate the potential causes (factors) contributing to increasing CS rates in Armenia (field work, targeted focus-group discussions, in-depth interviews, data analysis and reporting), analyse trends and develop recommendations package aimed at reducing of unnecessary C-sections.

1. **Scope of Work**

The Service Provider under the overall guidance of the UNFPA SRH Programme Analyst and in close collaboration with the relevant department of the Ministry of Health will be responsible for ensuring timely and proper implementation of the following activities:

* **Develop a methodology for conducting a study, conduct a field work:**
* Contracting,
* Development of the Implementation plan (Field work plan preparation, etc.),
* Recruitment and training of the interviewers, fieldwork coordinators and field work quality controllers,
* Targeted Focus Group Discussions (FGD) in Yerevan and marzes of RA (Field work),
* In-depth interviews;
* F2F (Field work) quality control,
* Submitting the field work report to UNFPA
* **Data analysis, preparation of the Report:**
* Data processing
* Analysis of processed data and preparation of the draft report
* Submitting the draft report to UNFPA
* Development of the final version of the report with recommendations
* Submitting the final report to UNFPA
* Presentation of final report to UNFPA and other stakeholders using PPT and infographics
* Report should include, but is not limited, to the following parts:
* Executive summary
* Background
* Methodology
* Main findings
* Summary
* Recommendations
1. **Background information**

Caesarean section (caesarean delivery) is a surgical procedure used to deliver a baby through incisions in the abdomen and uterus. As per the World Health Organization, the ideal rate for caesarean sections (CS) is considered to be between 10% and 15%. At population level, caesarean section rates higher than 10% are not associated with reductions in maternal and newborn mortality rates.[[1]](#footnote-1)

During the recent years caesarean sections have become increasingly common in both developed and developing countries. When medically justified, a caesarean section can effectively prevent maternal and perinatal mortality and morbidity. However, there is no evidence showing the benefits of caesarean delivery for women or infants who do not require the procedure. As with any surgery, caesarean sections are associated with short and long term risk which can extend many years beyond the current delivery and affect the health of the woman, her child, and future pregnancies.

According to research from the World Health Organization (WHO), caesarean section use continues to rise globally, now accounting for more than 1 in 5 (21%) of all childbirths. The same tendency is evident also in Armenia. As per the official data from the Ministry of Health, the CS rate increased from 7.2% in 2000 to 36.0% in 2020. Taking into account the rapidly increasing CS rates in Armenia, the Ministry of Health is keen to investigate the main factors that contributing to this tendency and to take measures aimed at reducing and/or preventing the increase of rates form CS to meet the World Health Organization recommendation.

1. **Expected Deliverables and Timing**
* Development of methodology and questionnaires (including, but not limiting for healthcare providers and women (pregnant and already delivered ones)) - by June 30, 2022
* Field work – by August 30, 2022
* Draft report – by October 15, 2022
* Final report – by November 15, 2022.

(In case of any technical obstacles, a non-cost extension of the Contract is possible for 10 working days).

1. **Qualifications and Experience Requirements**
* Organization registered and operating in the Republic of Armenia;
* At least 7 years’ experience in research and conducting nation-wide surveys in social sector;
* Proven experience of working in area of reproductive and maternal health is an asset;
* Working experience with international organizations and UNFPA or other UN Agencies is an asset.

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Narine Beglaryan, Artur Ishkhanyan* |
| Tel Nº: | *096112606, 091219743* |
| Email address of contact person: | *beglaryan@unfpa.org* *;* *ishkhanyan@unfpa.org* |

The deadline for submission of questions is **17 May, 2022***.* 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:

1. Technical proposal, in response to the requirements outlined in the service requirements / TORs.
2. Price quotation, to be submitted strictly in accordance with the price quotation form.

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

**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: **23 May, 2022 at 6:00 PM**.

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Manana Mananyan* |
| Email address of contact person: | *procurement.armenia@unfpa.org* |

Please note the following guidelines for electronic submissions:

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

## RFQ Nº UNFPA/ARM/RFQ/2022/004 – Conduction of Study on Causes of Increased Caesarean Section Rates in Armenia. 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**

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes

**VI. Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

**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**](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 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](http://web2.unfpa.org/help/hotline.cfm).

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

**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: Tsovinar Harutyunyan at harutyunyan@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).

PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/ARM/RFQ/2022/004 |
| **Currency of quotation :** | AMD |
| **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.

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

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/ARM/RFQ/2022/004 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 |

**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,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)

1. https://apps.who.int/iris/bitstream/handle/10665/161442/WHO\_RHR\_15.02\_eng.pdf [↑](#footnote-ref-1)