



United Nations Population Fund
26 Nablus road, Khan ElOmdan building
(former Mt.Scopus hotel)Sheik Jarah ,
Jerusalem.
Tel: 02 581 71 67 Ext. 71011
Website: www.unfpa.org

Date: [April,7, 2022]

REQUEST FOR QUOTATION RFQ N° UNFPA/PAL/RFQ/2022/005

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

““Developing a Digital Platform to support the engagement of young people in the implementation and accountability of the Palestinian National Youth Strategy ””

Your company is kindly invited to submit your best technical and financial offer for the requested service. If you are interested in submitting a quotation for these services, kindly fill in the attached:

- General Conditions of Contracts: De Minimis Contracts ANNEX I
- Terms of Reference (ToR). Technical proposal should be in line with the ToR ANNEX II
- Previous Experience and Clients Form ANNEX III

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](#)

II. Questions

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

Name of contact person at UNFPA:	Kahlil Hjeij
Tel N°:	0547360735
Email address of contact person:	hjeij@unfpa.org

The deadline for submission of questions is [13 April 2022, 12:p.m,Jerusalem time]. Questions will be answered in writing and shared will parties as soon as possible after this deadline.

A google meet will be held to answer all of your questions on Thursday 14 April at 12:00 p.m. Jerusalem time on the following link:

Video call link : <https://meet.google.com/hpi-vjie-zbj>

III. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:



- A bidder must be a legally-constituted company that can provide the requested services/works and have legal capacity to enter into a contract with UNFPA to perform the development of the platform in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

IV. Content of quotations

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid **separately** from their Financial Bid containing the price information. Each envelope shall consist of a single email whenever possible, depending on file size.

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

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

V. Instructions for submission

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: **[Monday 18 April 2022, 12:00 P.m Jerusalem time]¹**.

Name of contact person at UNFPA:	<i>UNFPA procurement</i>
Email address of contact person:	palestine.proc@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included by the Bidder in the email subject line:
 - UNFPA/PAL/RFQ/2022/005 – [Company name], Technical Bid
 - UNFPA/PAL/RFQ/2022/005 - [Company name], Financial Bid
 - Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.
- It is the Bidder’s responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid’s misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.
- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

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



- 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.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

VI. Overview of Evaluation Process

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

Summary of Technical Proposal Evaluation Forms		Score Weight	Maximum Points Obtainable
1.	Expertise of Firm / Institution submitting Proposal	50%	50
1.1	<i>Past experiences, network, provided similar work</i>	35%	18
1.2	<i>Quality and ability to deliver high quality products, samples of previous work, samples of references recommendation</i>	65%	36
2.	Proposed Work Plan and Approach	20%	20
2.1	A completed and detailed timeline for the implementation plan	20%	20
3.	Personnel	30%	30
3.1	Technical Profile of the consulting company's team including qualifications, CVs. Meeting the ToR requirements and objectives	30%	30
Total			100

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

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:

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



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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 = [60%] Technical score + [40%] Financial score

VII. Award Criteria

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

VIII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

IX. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

X. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

XI. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XII. RFQ Protest

Bidder(s) perceiving that they have been unjustly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint directly to the operation Manager unit Mrs. Mayyada Malki at malki@unfpa.org. Should the protestor be unsatisfied with the reply provided by the UNFPA Head of



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the Business Unit, the protestor may contact the Country Representative, Mrs. Kristine Blokhuis, at blokhuis@unfpa.org

XIII. Disclaimer

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



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PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	
Request for quotation N°:	UNFPA/PAL/RFQ/2022/005
Currency of quotation :	USD
Delivery charges based on the following 2020 Incoterm:	
Validity of quotation: <i>(The quotation must be valid for a period of at least 3 months after the submission deadline</i>	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Item	General Description	Total Price USD
1	Developing a digital platform	
	Total USD excluding VAT	

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/PAL/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.

Name and title	Date and place



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ANNEX I:
General Conditions of Contracts:
De Minimis Contracts

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)

ANNEX II: TERMS OF REFERENCE (TOR)

Request for External Consultancy Services

TOR

Within the framework of the project of

“YOUTH LEADS”

Improve Palestinian youth contribution to economic, social and public life

Funded by:

EUROPEAN UNION

Developing a Digital Platform to support the engagement of young people in the implementation and accountability of the Palestinian National Youth Strategy



Source: <https://www.trainerslibrary.org/eu-youth-strategy-2019-2027/>

April, 2022



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1. Introduction

The United Nations Population Fund (UNFPA) is the lead United Nations agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled. UNFPA expands the possibilities of women and young people to lead healthy and productive lives. The strategic goal of UNFPA is to “achieve universal access to sexual and reproductive health, realize reproductive rights, and reduce maternal mortality to accelerate progress on the agenda of the Programme of Action of the International Conference on Population and Development (ICPD), to improve the lives of women, adolescents and youth, enabled by population dynamics, human rights and gender equality”.¹ In pursuit of this goal, UNFPA works towards three transformative and people-centred results: (i) end preventable maternal deaths; (ii) end the unmet need for family planning; and (iii) end gender-based violence and all harmful practices, including female genital mutilation and child, early and forced marriage. These transformative results will contribute to the achievement of the Sustainable Development Goals (SDGs), in particular good health and well-being (Goal 3), the achievement of gender equality and the empowerment of women and girls (Goal 5), the reduction of inequality within and among countries (Goal 10), and peace, justice and strong institutions (Goal 16).

In Palestine, the Higher Council for Youth & Sports (HCYS) developed the National Strategy for the Palestinian Youth (2021-2023) aiming at integrating the priorities of the Palestinian youth issues within the sectoral development plans for the years 2017-2023 in partnership with line ministries to address the challenges of the Palestinian youth and advancing the youth agenda in the West Bank, the Gaza Strip, East Jerusalem and the young Palestinians in the diaspora, covering the following seven sectors:

- Education and training
- Economic empowerment
- Environmental health and positive behaviors
- Civic and political participation
- Sports, culture and recreation
- Information and information technology
- Young people in the diaspora- Refugees in Lebanon (Case study)

The national youth Strategy, however, covers many other areas for youth including economic access, Education and training as well as others. Full strategy can be found onto the HCYS website. (<http://hcys.ps/en/page/strategic-plan-17-22>). To this end, UNFPA is calling for applications to develop a **Digital Platform** to support the engagement of young people in the implementation and accountability of the Palestinian National Youth Strategy by giving young people access to information via a digital dashboard, including youth strategy indicators, youth statistics, policies and laws supporting young people. This platform will give stakeholders including young people a greater role in coordinating and monitoring the implementation of the strategy and exchange of knowledge and results. This will include developing the capacities of the youth employees in the HCYS and



relevant ministries, including the Ministries of education, health, and social development. The HCYS will be the host of this dashboard and the youth to monitor and use this dashboard will be selected from the youth members of the local youth councils supported from this project and other existing youth local councils.

2. Program Background

Palestine has a youthful population. Some 69% of the population is under 30 years old; 22% (1.14 million) of the population are youth between the ages of 18-29 (23% in the West Bank and 22% in Gaza Strip). The youth population is set to double by 2050 – and to increase by one million people by 2030. UNFPA project “YOUTH LEADs” seeks to leverage this youth population in ways that are meaningful- for them and for their society. To do so, it targets them as active citizens and positive change makers, capable of initiating and implementing meaningful change, articulating a vision for the future, and carrying the Palestinian vision in years to come. The intervention will bring together diverse actors such as community members, youth CBOs and NGOs, universities, municipalities, community and media leaders, UN agencies, and relevant national government institutions, in recognition that while youth should be at the center of the action, they are dependent on a supportive enabling environment, both in their immediate communities and at the highest policy level. UNFPA will achieve this over the period of 3 years, through:

- First, **personal transformation** of youth’s knowledge, skills and attitudes (Capacity Development);
- Second, **collective transformation** of the community’s understanding of the youth’s role and importance within the society through campaigning and intercultural initiatives highlighting youth’s leadership and sense of belonging (Contribution); and
- Third, **structural transformation** of institutions and policies pertaining to youth issues through policy and advocacy (Enabling Environment).

3. Objectives of the Assignment

The overall objective of the consultancy is to develop a digital platform to support the engagement of young people in the implementation and accountability of the Palestinian National Youth Strategy by giving young people access to information via a digital dashboard, including youth strategy indicators, youth statistics, policies and laws supporting young people.

The dashboard will include the Demographic Dividend (DD) -ATLAS indicators and youth wellbeing indicators. This platform will give stakeholders and young people a greater role in coordinating and monitoring the implementation of the strategy and exchange of knowledge and results.

4. Deliverables:

The consulting company will be responsible for delivering the following pieces of work to UNFPA and the HCYS:



1. **Live Digital Platform to support** the engagement of young people in the implementation and accountability of the Palestinian National Youth Strategy. The digital dashboard will be hosted by the HCYS website and accessible to youth via a mobile application. This includes:
 - **System analysis:** web application requirement gathering through interviews with UNFPA project team, the Higher Council for Youth and Sport (HCYS), and the national youth advisory panel (YAP).
 - Native android and ios REACT NATIVE, OR Ionic to generate two apps one for android and one for ios.
 - Develop a **business requirement document:** summarizing and documenting the requirements as a reference for the development process (purpose of the web application, users, the complete scope of work, functions, and usability)
 - Define all the functions and features the web application has to perform including the, **wire-framing** (user Interface (UI), visualizing the user journey and interaction), and defining site architecture (**sitemap** of all website pages).
 - **Design** the web application layout: youthful and inspiring design using animated visual elements and photos.
 - **Development:** front-end and back-end development includes coding of fully functioning interactive website, control panel, database, and security.
 - **Testing and Deployment:** thorough testing with young users to make sure there are no bugs or broken links and to make sure the web application is ready for launch.
 - **Maintenance:** Perform any updates, modifications, bug fixes, and developing additional features. The maintenance is for one year after launching of the digital dashboard.
2. Data visualization and graphic design: create and integrate animated infographics for all statistics and indicators that will be presented in the web application.
3. **Ensure the accessibility** of the digital platform to youth with disabilities. Including but not limited to screen reader, bigger text, text spacing, and contrast and saturation control, big cursor, highlight links, etc. Please refer to the accessibility features of UNFPA Global website at <https://www.unfpa.org/>
4. **Conduct training for the youth employees in the HCYS and relevant ministries, including the Ministries of education, health and social development on the dashboard templates and data entry/ visualization options.**
5. **Training of the project youth groups including the Youth Advisory panel members, youth local council's members, and others** on the use of the dashboard and how they can monitor strategic progress per each area of strategy indicators.

1. Methodology



The consulting company should aim to use diversified methodologies to implement the above assignments including but not limited to:

- **Detailed review** of the current youth strategy indicators as well as available youth census data.
- **Review of the HCYS strategy** website and how to land dashboards there.
- **Review and adapt success** from existing dashboards including global experiences such as the EU youth monitor <https://ec.europa.eu/eurostat/web/youth/data/eu-dashboard>
- **Learn experience and tapping into UNFPA global adolescents** and youth dashboard, <https://www.unfpa.org/data/dashboard/adolescent-youth> .
- **Consultation meetings with HCYS and UNFPA technical teams** during all the stages of the project.
- **Consultation meetings with Youth groups** including the project YAP (Youth advisory Panel), youth local councils members, and others in WB and in Gaza.

2. Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Maximum Points Obtainable
1.	Expertise of Firm / Institution submitting Proposal	50%	50
1.1	<i>Past experiences, network, provided similar work</i>	35%	18
1.2	<i>Quality and ability to deliver high quality products, samples of previous work, samples of references recommendation</i>	65%	36
2.	Proposed Work Plan and Approach	20%	20
2.1	A completed and detailed timeline for the implementation plan	20%	20
3.	Personnel	30%	30
3.1	Technical Profile of the consulting company's team including qualifications, CVs. Meeting the ToR requirements and objectives	30%	30
Total			100

3. Duration of Consultancy

The assignment is expected to be completed over a **period of 2.5 months from 5th May to 15th July 2022**. Applicants are kindly requested to indicate in their offers the required number of days broken down by deliverable/ activity versus cost, in addition to the team involved.

4. Payment Schedule



Payment to the consulting company shall be delivered in accordance with normal procedures of UNFPA. In principle however, consultancy fees will be paid upon the satisfactory report of performance from UNFPA and its partners and donors.

- Note: The project is vat exempted.

The payment schedule will be as follows:

- **1st Payment:** After successful submission of the first form of the dashboard built on the HCYS website. **30% of contract value.**
- **2nd payment** as after finishing the training the HCYS and ministries staff and youth- **30% of contract value.**
- **2nd and Final payment:** Upon submission of the final consultancy report (in English), and ensuring active dashboard in place and owned by HCYS team incorporating all feedback from UNFPA, HYCS and consulted youth-remaining **40% of contract value.**

5. Professional Skills and Qualifications

- Minimum of 7-10 years of building databases, dashboards and public access web based platforms.
- Technical lead team: Preferable Master degree ICT Engineering, especially with a focus in web design.
- Demonstrated profound knowledge of working on youth projects with governmental and non-governmental bodies including provision of capacity building components to staff and volunteers on use of the web based applications.
- Ability to translate Inputs from youth, ministries and partners related to youth strategies and contents into proper analytical easy read web site and data visualization options.
- Excellent written and verbal English skills. Arabic is fundamental.
- Ability to meet tight deadlines with strong attention to detail and accuracy;
- Experience working on UN agencies- EU funded projects is a plus.
- Strong proven knowledge in the Palestine youth sector is an asset.

The consulting company will report directly to the UNFPA Project Manager: Salem Nassr snaser@unfpa.org 0569431620, who will be responsible for overseeing the entire process of the consultancy.

* The consulting company focal person will be responsible for updating UNFPA' project team throughout the process and integrate observations/recommendations made by UNFPA, its partners and donors.



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ANNEX III

FORMAT OF QUOTTER'S PREVIOUS EXPERIENCE AND CLIENTS

UNFPA/PAL/2022/005

No.	Description (1)	Client	Contact person, phone number, email address	Date of service		Contract Amount
				From	To	(Currency)

(1) Quotter shall indicate the description of products, services or works provided to their clients. Please indicate relevant contracts to the one requested in the RFQ.