



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: [June, 23, 2022]

REQUEST FOR QUOTATION RFQ N° UNFPA/PAL/RFQ/2022/007

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

Consultancy Services to Implement the National Youth Wellbeing Index Study in Palestine

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:	Mustafa Abu Mudalalla
Tel N°:	0592017064
Email address of contact person:	abumudalalla@unfpa.org

The deadline for submission of questions is [27th June 2022, 14:00 p.m., Jerusalem time]. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

A google meet will be held to answer all your questions on Monday 27th June at 15:30 p.m. Jerusalem time on the following link:

Video call link <https://meet.google.com/qdd-taah-qjp>

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: **[Wednesday 6th July 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/2022/007 – [Company name], Technical Bid
 - UNFPA/PAL/RFQ/2022/007 - [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.
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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	30%	30
1.1	<i>Past experiences, network, provided similar work</i>	50%	15
1.2	<i>Quality and ability to deliver high quality products, samples of previous work, samples of references recommendation</i>	50%	15
2.	Proposed Work Plan and Approach	40%	40
2.1	<i>A completed and detailed timeline, plan and methodology for the implementation plan</i>	40%	40
3.	Personnel	30%	30
3.1	<i>Technical Profile of the consulting company's team including qualifications, CVs. Meeting the ToR requirements and objectives</i>	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:



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

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.

$$\text{Total score} = [60\%] \text{ Technical score} + [40\%] \text{ Financial score}$$

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](#).



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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 the Business Unit, the protestor may contact the Officer in Charge, Mr. Ziad Yaish , at Yaish@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/2022/007
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	Consultancy Services to Implement the National Youth Wellbeing Index Study	
	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/2022/007 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](#)



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ANNEX II: TERMS OF REFERENCE (TOR)

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

**Consultancy Services to Implement the National Youth
Wellbeing Index Study in Palestine**

June, 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”. In pursuit of this goal, UNFPA works towards three transformative and people-centred results:

- End preventable maternal deaths;
- End the unmet need for family planning; and
- 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).

Young people around the world are reshaping economies, politics, and communities, and yet too many of them are unable to fulfill their full potential. The Global Youth Wellbeing Index (YWI) is based on the conviction that, for our collective prosperity, youth must have increased access to opportunities and services. The purpose of the YWI index is to provide a snapshot of the variation in youth wellbeing by incorporating both quantitative and perception-based qualitative indicators, in order to capture not only how others perceive youth development, but also how youth perceive their own wellbeing. It aims as well to identify where investments need to be made now to ensure that this current generation of youth can thrive in a world with increasing challenges. The analyses will assist national-level decision-makers in identifying where investments have had a positive impact and where new resources are urgently required. The country analyses, together with the domain overviews, are intended to assist corporate investors, foundations, donor countries, and multilateral institutions in shaping more precise strategies to improve youth-focused outcomes.

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 Palestine 2030 report, 2016). 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



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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 achieve this 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 Youth Well-being Index (YWI) study for Palestine**. The index will gather and connect youth-related data to assess and compare the state of young people’s wellbeing in Palestine. The Index is designed to facilitate both thought and action by elevating youth needs, opportunities, and young people’s participation on national and global agendas. It also provides public and private sector decision-makers an easier way to understand the big picture, guide actions and investments, and drive progress over time.

The index looks at seven domains: Gender Equality, Economic Opportunity, Education, Health, Safety & Security, Citizen Participation, and Information & Communication Technology. It will also guide the upcoming planning of the new national youth strategy starting 2023 as briefed by the Higher Council for Youth & Sports (HCYS) during a consultation meeting for this proposal. The YWI data collection will be conducted in full cooperation with the PCBS & coordination with UNFPA Technical advisers, HCYS, and the International Youth Foundation (IYF). Globally, IYF developed a youth wellbeing index in 2017 in 30 countries. The Commonwealth Secretariat’s Youth Development Index covered 183 countries with 18 indicators but did not include youth opinion data. The Global Youth Wellbeing Index complements that report by deeply analyzing the domains of education, health, economic opportunity, and citizen participation. In addition, the Global Youth Wellbeing Index examines three other domains: gender equality, safety and security, and information and communication technology. In Palestine, IYF trained 9000 youth on employability and entrepreneurship skills through their initiative “Youth Entrepreneurship Development”. This index will serve as an update of the 2015 national youth strategy by PCBS to use data in strategic planning for the national and international actors. As mentioned above, the index will be used to analyze selected indicators for advocating youth development within the government. UNFPA, as a chair of the UN Thematic Group on Young People, will lead the development with close coordination and technical support from UN agencies. The consulting firm will work closely with PCBS to organize and implement the data collection and sampling process required by the main YWI domains. This will



include as needed data collection from the field as well as via recent ministerial records. The consultancy includes the following phases:

- **Step 1: Finalize the list of the YWI indicators, its definitions, Source of verification, Reference years and data collection tools (i.e. development of Annex IV).** This includes that consultancy firm expert will also jointly review the indicators already collected by UNFPA, PCBS and HCYS. The expert + PCBS team will edit, suggest, and apply the standards of the WYI indicators to Palestine context as needed and ensure close sharing with HCYS focal point. Examples of indicators under YWI include: *Citizen Participation, Economic Opportunity, Education, Health, ICT, Safety and Security and Gender Equality*. Each of the indicators has a definition, sub-questions as well as sources of verification in addition to its weight against the final YWI figures at West Bank, East Jerusalem and Gaza levels. It's important to highlight that this builds on the consultation meetings UNFPA had conducted in the period from (Feb-May 2022) with HCYS and PCBS team to discuss the indicators and its definitions.
- **Step 2: Prepare the final technical methodology of the YWI activity** in coordination and agreement with UNFPA technical advisor and HCYS focal points. This includes providing technical inputs to the sampling, data collection tools and techniques, research tools, research questions, source of information identification, etc...
- **Step 3: In coordination with HCYS, form the YWI technical committee** composed of PCBS, HCYS, line ministries such MoH, MoE, MOSD, CSOs and youth representatives, in addition to relevant UN agencies. Mainly, the technical committee will endorse the YWI tools and definitions before implementation as well as revise and endorse the results of the YWI research.
- **Step 4: Implement data collection** as per the methodology developed and agreed in Step 2. That includes all data required from the surveys, records and interviews in the target sample in West bank, East Jerusalem, and Gaza.
- **Step 5. Drafting the narrative report** including all indicators and the narrative describing each of results of the YWI.
- **Step 6. Update and respond to technical review feedback** from UNFPA, the technical Adviser, HCYS as well as the technical committee on the results of the research and provide justification for each feedback including suggesting alternative technical adjustments or more information to be gathered, or additional people consulted.
- **Step 7. Submit final report.** The final report should consolidate all YWI indicators results in Palestine as well as give additional focus on key alarming results.

3. Deliverables

The Consulting firm in coordination with PCBS will be responsible for delivering the following work to UNFPA:

- **Providing an inception report** that highlights his/her detailed technical approach of working with PCBS and HCYS as well as other ministries to help implement the YWI study.
- **Revision of the YWI indicators**, and provide full definition for each including the sets of sub-indicators to be addressed. This means as well addressing all indicators relevant to the YWI provided by HCYS. This includes revision and approve the reference year valid for the type of YWI data already retrieved from ministerial and other agencies records.
- **Provide the PCBS with data collection tools that measures each of the YWI indicators satisfactorily**, this includes both qualitative and quantitative measures. This includes training PCBS data collectors and research team on YWI survey methodology as needed, joining them in the testing phase.
- **Provide technical support to the data entry and cleaning phase with PCBS.**
- **Provide full review and feedback on the results provided by the PCBS team** and ensure validity and quality of the evidence provided on each area of indicators and its weight.
- **Draft and finalize the YWI report in both English and Arabic language using up to date presentation tools and descriptions per each area of indicators.** This means the report will analyze all the numerical findings of the indicators and sub-indicators and provide a narrative description of what it means, what we need to know, and plan for the youth under each indicator.
- **Effectively lead and facilitate with UNFPA, HCYS, EU, UN agencies and PCBS the results dissemination workshop** to Youth organizations, donors, in addition to line PA ministries on the findings of the YWI study.
- **Complete additional YWI analyses** as directed by UNFPA staff.

4. Methodology

Consulting firm in coordination with UNFPA and PCBS may use diversified methodologies to implement the above Index including but not limited to:

- National secondary Youth Data review and verification
- Holistic robust desk review of Youth Index data from Palestine and other Arab countries is well used to help the national YWI assignment.
- Analysis of data from records and be able to relate it to the time and age groups as needed.
- Key meetings with key stakeholders including the MoH, MoE, HCYS, PMO, governmental bodies, NGOs, UN agencies and the international youth foundation.
- FGDs with youth and their organizations (including the YAP²).

² Youth Advisory Panel (YAP) is a group of 19 young Palestinian leaders spread all over the country. The network is the first of its kind in Palestine and it was initiated in October 2021. The YAP was established to play a vital role in ensuring that Palestinian youth interests and views are meaningfully taken into consideration by key Decision-makers and all the relevant

- Structured Perception surveys with a representative sample of Palestinian youth in WB, EJ and Gaza
- Structured Surveys per each of the 6 domains and its sub-questions as needed from a representative sample of youth in WB, EJ and Gaza.

5. Duration of Consultancy

The assignment is expected to be completed over a period from July 20th to 31st October 2022. A generic plan will look like the following:

Task	Responsibility	Jul.	Aug.	Sept.	Oct.
YWI indicators definition and Methodological approach including technical committee	Firm				
Data Collection, surveys and interviews including assessment of records from ministries	Firm & PCBS				
Analysis of the Results and drafting final YWI report	Firm				
YWI results dissemination workshop 31 st October 2022 _Ramallah	Firm & PCBS				

6. Cost Estimate

The budget available for implementing this index will range from (45,000.00-55,000.00) USDs

7. Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Maximum Points Obtainable
1.	Expertise of Firm / Institution submitting Proposal	30%	30
1.1	<i>Past experiences, network, provided similar work</i>	50%	15
1.2	<i>Quality and ability to deliver high quality products, samples of previous work, samples of references recommendation</i>	50%	15
2.	Proposed Work Plan and Approach	40%	40

stakeholders both at the national and international level. Through their community work and fresh perspective, the Youth Advisory Panel will hold their leaders to account and raise the voices of the furthest youth behind to ensure they are heard where decisions are made.



2.1	<i>A completed and detailed timeline, plan and methodology for the implementation plan</i>	40%	40
3.	Personnel	30%	30
3.1	<i>Technical Profile of the consulting company's team including qualifications, CVs. Meeting the ToR requirements and objectives</i>	30%	30
Total			100

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of **70** points in the technical evaluation.

8. Professional Skills and Qualifications

- Minimum of 7-10 years of experience in coordinating and administering national in depth researches on youth related assessments and researches, gender sensitive studies, including gender-sensitive data collection and analysis.
- Technical lead team: Master's degree required, MSc + PhD holders preferred, especially with a focus in youth census, wellbeing studies and indicators at national level.
- Demonstrated profound knowledge of the subject matter with recent literature: Youth research and indicators in Palestine and/or MENA region.
- Advanced experience in supporting national governmental counterparts in data management including analyzing complex quantitative data from various resources preferably with a record of published research studies.
- Ability to translate research findings into compelling graphics and data visualizations.
- 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 context and youth variables is essential.

9. Payment Schedule

Payment to the consulting company shall be done 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.

The payment schedule will be as follows:

- **First Payment:** After successful submission of the inception report- **30% of contract value.**



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- **Second payment:** After data collection Providing technical support to the data entry and cleaning phase with PCBS- **30% of contract value.**
- **Third & Final payment:** Upon submission of the final YWI study report incorporating all feedback from UNFPA; remaining **40% of contract value.**

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

* The Consultant will be responsible for updating UNFPA' project team throughout the process and integrate observations/recommendations made by UNFPA and its donors.



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ANNEX III

FORMAT OF QUOTTER'S PREVIOUS EXPERIENCE AND CLIENTS

UNFPA/PAL/2022/007

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.