Date: 30 September 2020

REQUEST FOR QUOTATION

RFQ Nº UNFPA/BIH/RFQ/2020/005

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“DEVELOPMENT AND IMPLEMENTATION OF IN-PERSON SURVEY ON YOUTH EMIGRATION IN BOSNIA AND HERZEGOVINA”**

This Request for Quotation is open to all legally-constituted entities that can provide the requested services and product, and have legal capacity to perform in the country, 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 also the lead UN agency that collaborates with statistical institutions across the world on population data collection, and that provides technical support to governments on development of evidence-based population policies. To read more about UNFPA, please go to: [UNFPA about us](http://www.unfpa.org/about-us)

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

**Objectives and scope of the Services**

Background information

UNFPA has been providing technical assistance to state and entity authorities in Bosnia and Herzegovina since the mid-1990s. Focus of technical assistance was mostly on development of population policies and strategies, as well as capacity building of policy makers, statisticians and service providers operating within the UNFPA’s mandate. In order to provide substantive evidence for its policy development and capacity building work, UNFPA closely cooperates with statistical and public health institutions in the country on data collection and analysis (including the development of population projections and monitoring of Sustainable Development Goals). Besides them, UNFPA partners with all other government institutions within their mandates and fields of expertise, as well as non-governmental organisations and universities that are active in the fields of demography and statistics.

Demographic trends in Bosnia and Herzegovina have been quite negative in recent decades causing a decrease in total number of population and significant changes in structure of the overall population leading to population ageing (currently estimated at 17% of persons over 65 years of age with projections to reach up to 45% by 2070 if fertility, mortality and migration factors remain as they currently are). However, although civil registration in the country is well organised and statistical offices publish regular reports on the numbers of new-borns and deceased, statistics on emigration and immigration do not exist or are limited. However, all demographers estimate (using Eurostat data) that migration trends (with special focus on emigration of young, skilled working age population) have much more effects on the total number of population in the country than civil registration data. As a result, policies (economic, social and environmental) developed in the country do not respond well to demographic trends and yield less return on investment than in developed countries.

UNFPA had cooperated with statistical institutions and institutions responsible for border control and migrations on development of database that would serve as foundation for statistical reporting on emigration and immigration trends in the country. However, due to complexity of administrative arrangement and division of authority between many government institutions, development of such a database could not have been finalised. In view of the above, UNFPA is trying to find alternative way of data collection on emigration of people from Bosnia and Herzegovina that, although not statistically fully representative for overall population, would still serve as a solid foundation for development of necessary policies.

Objective

The overall purpose of this assignment is to develop and implement an in-person survey that will:

* 1. Determine the number of young people (18-29) who have desire or already made initial steps to emigrate from Bosnia and Herzegovina (disaggregated by sex, age groups 18-19, 20-24, 25-29, location level L0, L1 and L2, and by education/employment status – young people in high school, in university, employed, unemployed and inactive);
  2. Determine in details the root causes of youth emigration (such as economic, political, educational, health etc);
  3. Determine the minimum detailed requirements that would need to be achieved in the country for young people to change their initial desire to leave (no matter if it is only a desire or they have made initial steps to leave);
  4. Determine the short term and long term effects of the COVID-19 pandemic on emigration trends (if the pandemic has slowed down emigration and for how long).

Outputs / Deliverable(s)

The main deliverable of the consultancy is the report on youth emigration trends in the country. The report will be based on a field survey to be implemented in-person in all municipalities in Bosnia and Herzegovina that had over 3,000 total population according to the 2013 Census report published by the BiH Agency for Statistics. In preparation for the survey, the selected Legal Entity will have to develop a methodology for implementation of the in-person survey, including the questionnaire to be used for data collection. Sampling should be done in line with 95% confidence level (for both sexes individually) and margin of error of ±3% for the level of entities and ±5% for Brcko District of Bosnia and Herzegovina[[1]](#footnote-1). Sampling should include young people from 18 to 30 years of age of both sexes and it should be representative for the country in line with the 2013 Census.

The selected Legal Entity will deliver a draft methodology for implementation of the survey to UNFPA for review and approval. Once the approval is obtained, the selected Legal Entity will conduct field testing of the questionnaire and finalise the methodology together with UNFPA staff. Only afterwards will the selected Legal Entity be able to organise field work, analyse collected data and produce a report. The selected Legal Entity is obliged to deliver both the report (drafts followed by final report) in Word format and database in Excel format to UNFPA. UNFPA is a sole owner of the collected data/report and no results could be published without UNFPA’s written consent.

The selected Legal Entity is required to have full time staff or staff on hire with adequate experience in planning and implementation of field surveys, as well as data analysis and reporting. All documentation produced within this assignment will have to be shared with UNFPA in English language. Tools that will be used for field survey (such as the questionnaire) are expected to be translated in B/H/S languages for ease of use. However, prior to their use in the field, questionnaires will have to be tested for potential differences between original version in English language and B/H/S version until all ambiguities are resolved.

Timing / Schedule

Overall period for development of the methodology, implementation of field survey and development of the report is six (6) months from the date of signing the contract between UNFPA and the selected Legal Entity. It is assumed development of the methodology will require one (1) month, field work will require two (2) months, development of database and data entry will require additional one (1) month and final analysis and reporting will take two (2) more months. This schedule could be altered only in case of *force majeure* that would prevent implementation of in-person survey in the field.

1. **Questions**

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

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| --- | --- |
| Name of contact person at UNFPA: | *Mr. Zeljko Blagojevic* |
| Tel Nº: | *+387 61 892 991* |
| Email address of contact person: | *blagojevic@unfpa.org* |

The deadline for submission of questions is 7 October 2020, 13:00 Sarajevo time. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

1. **Content of quotations**

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

1. Technical proposal, in response to the requirements outlined in the service requirements / TORs, including proposal of the team and their CVs enclosed, as well as links to surveys/reports previously done by proposed experts.
2. Price quotation, to be submitted strictly in accordance with the price quotation form. The price quotation needs to have four (4) positions with separate quotations for a) development and testing of the methodology, b) implementation of in-person field survey, c) development of database and data entry, and d) data analysis and development of the survey report. These positions will be used for payment of services to the selected Legal Entity upon finalisation of each assignment.

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

1. **Instructions for submission**

Proposals should be prepared based on the guidelines set forth in the document, 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 Wednesday, 14 October 2020, 13:00 Sarajevo Time**.

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| --- | --- |
| Name of contact person at UNFPA: | *Ms. Nermina Huduti* |
| Email address of contact person: | *bosnia-herzegovina.office@unfpa.org* |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/BIH/RFQ/2020/005. 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. **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 this document and in accordance with the evaluation criteria below.

| **Criteria** | [A] Maximum Points | [B]  Points attained by Bidder | [C]  Weight (%) | [B] x [C] = [D]  Total Points | |
| --- | --- | --- | --- | --- | --- |
| The Bidder has a team consisted of at least two experts with graduate degrees in social sciences or similar. Each team member has at least 7 years of experience in development and implementation of large scale field surveys and writing reports. | 100 |  | 40% |  | |
| The Bidder has access to a team of surveyors across the country that would be available for data collection on short notice. | 100 |  | 30% |  | |
| Quality of previous survey reports implemented by the Bidder. | 100 |  | 30% |  | |
| *Grand Total All Criteria* | 300 |  | 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:

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| --- | --- | --- |
| 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.

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

1. **Award Criteria**

UNFPA shall award a Purchase Order on a fixed-cost basis to the Bidder that obtain 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**

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.

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 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).

1. **Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Bidders 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 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, Mr. John Kennedy Mosoti at [mosoti@unfpa.org](mailto:mosoti@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:** | RFQ Nº UNFPA/BIH/RFQ/2020/005 |
| **Currency of quotation :** | BAM |
| **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.

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| --- | --- | --- |
| Item | Product Name & Description | Total (BAM) |
| 1 | Development and testing of the methodology |  |
| 2 | Implementation of in-person field survey |  |
| 3 | Development of database and data entry |  |
| 4 | Data analysis and development of the survey report |  |
|  |  |  |
| GRAND TOTAL | |  |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ Nº UNFPA/BIH/RFQ/2020/005 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.

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| --- | --- | --- |
|  | 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. Anticipated total sample size is approximately 4,957 (1,061 men and 1,061 women at the level of FBiH, 1,055 men and 1,055 women at the level of RS, as well as 363 men and 362 women at the level of BD). [↑](#footnote-ref-1)